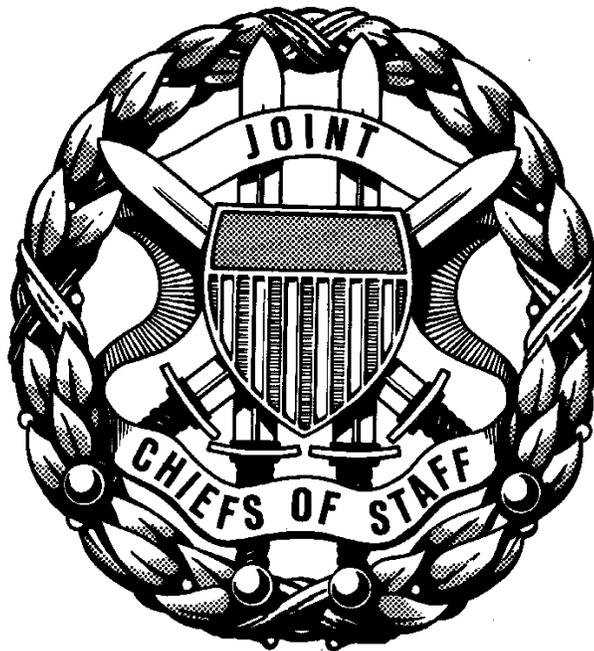


JSM 5701.01B
22 December 2003

**FORMATS AND PROCEDURES
FOR DEVELOPMENT OF
CJCS, JOINT STAFF, AND
J-DIRECTORATE DIRECTIVES**



JOINT STAFF
WASHINGTON, D.C. 20318

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JOINT STAFF MANUAL

DOM/SJS
DISTRIBUTION: A, B, C, J

JSM 5701.01B
22 December 2003

FORMATS AND PROCEDURES FOR DEVELOPMENT OF CJCS, JOINT STAFF, AND J-DIRECTORATE DIRECTIVES

References: See Enclosure H.

1. Purpose. Consistent with references a and b, this manual provides formats, procedures, and other information and guidance for the preparation, coordination, approval, publication, distribution, implementation, and review of CJCS, Joint Staff (JS), and J-Directorate instructions, manuals, notices, guides, handbooks, and pamphlets (hereafter referred to collectively as directives).
2. Cancellation. JSM 5701.01A, 22 March 2002, "Policy for the Development of CJCS, Joint Staff, and J-Directorate Publications," is hereby canceled.
3. Applicability. This manual applies to the Joint Staff. It is distributed to other agencies for information.
4. Summary of Changes. This revision updates JSM 5701.01A. It further:
 - a. Revises the list of major subject and number categories for CJCS and JS directives; clarifies the numbering of classified supplements and of cancellation and change notices.
 - b. Limits to 2 years the time a directive number will be reserved for a directive under development; prohibits referencing directives under development (draft directives).
 - c. Clarifies requirements and responsibilities for processing directives, to include Director and Vice Director, Joint Staff (DJS/VDJS), policy that approval authority for suspense extensions on actions on directives over 5 years old is the sole prerogative of the DJS/VDJS; adds the requirement for

Information Management Division to report overdue directives actions to the VDJS.

d. Clarifies the paper distribution process, adds information on electronic distribution procedures, and emphasizes the requirement for a releasability paragraph in all CJCS and JS directives.

e. Removes the requirement for a "Record of Changes."

f. Adds the requirement that directives over 300 pages in length be separated into two or more volumes.

g. Adds a checklist for review of directives and a glossary of acronyms.

5. Releasability. This manual is approved for public release; distribution is unlimited. DOD components (to include the combatant commands), other federal agencies, and the public may obtain copies of this manual through the Internet from the CJCS Directives Electronic Library at the following address: http://www.dtic.mil/cjcs_directives. Copies are also available through the Government Printing Office on the Joint Electronic Library CD-ROM.

6. Effective Date. This manual is effective upon receipt.



JAMES A. HAWKINS
Major General, USAF
Vice Director, Joint Staff

Enclosures:

- A -- Quick Reference Matrix of CJCS, JS, and J-Directorate Directives
- B -- Assignment of Numbers for CJCS, JS, and J-Directorate Directives
Appendix--Major Subject and Number Categories for CJCS and JS Directives
- C -- Processing Requirements and Procedures
 - Appendix A -- JS Form 6
 - Appendix B -- Sample Directives Review Taskers
 - Appendix C -- JS Form 136
 - Appendix D -- JS Form 48
 - Appendix E -- JS Form 115
 - Appendix F -- Structure of a Final Directives JSAP

- D -- Format and Content Requirements
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 - Appendix B -- Checklist for Review of a CJCS/JS Directive
- E -- Using the Instructions, Manuals, and Notices (InsManNot) Templates
 - Appendix--What the Templates Do Not Do
- F -- Distribution Codes
- G -- Examples
 - Appendix A -- Example of Instruction with Distribution List, Enclosure, Reference Enclosure, and Glossary
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 - Appendix C - - Example of a Guide in Basic Format: Basic Document and Table of Contents
 - Appendix D -- Example of a Guide in Free Format: Cover Page, Foreword, Table of Contents, and First Section
 - Appendix E -- Example of a Pamphlet in Pocket Card (PC) Format
- H -- References
- GL -- Glossary of Acronyms and Abbreviations

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The following is a list of effective pages for this manual. Use this list to verify the manual's currency and completeness. An "O" indicates a page in the original directive.

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A-1 thru A-2	O	E-A-1 thru E-A-2	O
B-1 thru B-2	O	F-1 thru F-2	O
B-A-1 thru B-A-10	O	G-1 thru G-2	O
C-1 thru C-6	O	G-A-1 thru G-A-12	O
C-A-1 thru C-A-2	O	G-B-1 thru G-B-2	O
C-B-1 thru C-B-4	O	G-B-A-1 thru G-B-A-2	O
C-C-1 thru C-C-2	O	G-B-B-1 thru G-B-B-6	O
C-D-1 thru C-D-2	O	G-C-1 thru G-C-4	O
C-E-1 thru C-E-2	O	G-D-1 thru G-D-6	O
C-F-1 thru C-F-2	O	G-E-1 thru G-E-2	O
D-1 thru D-14	O	H-1 thru H-2	O
D-A-1 thru D-A-2	O	GL-1 thru GL-2	O

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ENCLOSURE A

QUICK REFERENCE MATRIX OF CJCS, JS, AND J-DIRECTORATE DIRECTIVES

	TITLE	CONTENT	LONGEVITY	APPLICABILITY	SIGNATURE LEVEL
CJCS	CJCSI	CJCS policy that does not contain joint doctrine or concern employment of forces in joint operations	Mandatory annual review; mandatory 5-year republishing	JS directorates and offices and/or the Services, defense agencies, combatant commands, Service/joint Service schools; may be informational to other agencies	Depends on subject matter and current practice; usually signed by the Director/Vice Director, Joint Staff; routine administrative matters are signed by the Secretary, Joint Staff; significant policy matters are recommended for signature of the Chairman, Joint Chiefs of Staff
	CJCSM	Procedure; may supplement CJCSI or stand alone; usually contains specific models and examples	Mandatory annual review; mandatory 5-year republishing		
	CJCSN	CJCS policy, guidance, or information of a one-time or brief nature	Self-canceling after 1 year; may contain a specific effective period		
	CJCSG	Detailed information, emphasis, and guidance from the Chairman on a specific topic	Mandatory annual review; mandatory 5-year republishing	Specific, targeted audience	Chairman, Joint Chiefs of Staff
	CJCSHB	Comprehensive reference and/or instructional material on a specific topic; usually hip-pocket format	Indefinite; not subject to frequent change	Specific	Chairman, Joint Chiefs of Staff
	CJCSP	Information, emphasis, and instruction on a specific topic; usually flyer or poster format	Indefinite; not subject to annual review	Specific	Depends on topic, format, and current practice; may not be signed
JS	JSI	JS policy; may implement or supplement DOD directives or establish and prescribe JS forms	Mandatory annual review; mandatory 5-year republishing	Joint Staff; may be informational to other agencies	Policy is signed by Director/Vice Director, Joint Staff; administrative matters are signed by Secretary, Joint Staff
	JSM	Procedure; may supplement JSI or stand alone	Mandatory annual review; mandatory 5-year republishing	Joint Staff	Secretary, Joint Staff
	JSN	Policy, guidance, or information of a one-time or brief nature	Self-canceling after 1 year; may contain a specific effective period	Joint Staff	Policy is signed by Director/Vice Director, Joint Staff; administrative matters are signed by Secretary, Joint Staff
	JSG	Detailed information, emphasis, and guidance on a specific topic	Mandatory annual review; mandatory 5-year republishing	Specific, targeted audience	Depends on topic, format, and current practice; may not be signed
	JSHB	Comprehensive reference and/or instructional material on a specific topic; usually hip-pocket format	Indefinite; not subject to frequent change		
	JSP	Emphasis and instruction on a specific topic; usually flyer or poster format	or annual review		
J-#	J-#I	J-# policy	J-# discretion	Issuing directorate, except that J-3 will determine to whom safety rules and emergency action procedures apply	Appropriate directorate official in accordance with current practices
	J-#M	J-# procedure	J-# discretion		
	J-#N	J-# policy, guidance, or information of a one-time or brief nature	Self-canceling after 1 year; may contain a specific effective period		
I: Instruction M: Manual N: Notice G: Guide HB: Handbook P: Pamphlet JS: Joint Staff J-#: J Directorate					

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ENCLOSURE B

ASSIGNMENT OF NUMBERS FOR CJCS, JS,
AND J-DIRECTORATE DIRECTIVES

1. Assignment of CJCS and JS Directives Numbers. All CJCS and JS instructions, manuals, notices, guides, handbooks, and pamphlets will be assigned numbers by the Joint Secretariat, Information Management Division, Records Management and Automation Support Branch. See Appendix A to this enclosure for a list of major subject categories and numbers, hereafter referred to as “series.”

a. Each instruction and manual will be assigned a unique 6-digit number. The first 4 digits of the number, followed by a period, identify the series; the next two digits distinguish individual documents in each series. Guides, pamphlets, and basic (informational) notices will be assigned series numbers only (four digits only); cancellation and change notices will be assigned the same number as the document being canceled or changed. New series numbers will be added as appropriate.

b. The letter “A” following the directive number identifies the first reissuance of an instruction, manual, guide, handbook, or pamphlet. The letter “B” identifies the second reissuance, and so on for subsequent reissuances.

c. The first issuance of a classified supplement to a directive will be assigned the **same number (and letter, if applicable)** as the document being supplemented, with the addition of the indicator “-1” following the last number (or letter). Subsequent reissuance(s) of a classified supplement will take the next letter increment, as illustrated in Figure B-1 below.

d. For directives that are separated into volumes, each volume will retain the same number --and alpha designator, when revised-- with the addition of a volume indicator (i.e., CJCSM 5760.01 Vol I, CJCSM 5760.01 Vol II).

e. From the date a J-Directorate is assigned a number for a directive under development, the cognizant directorate will have 2 years to complete the directive. Upon expiration of this time, the number will be canceled, and the directorate will need to reapply for assignment of a number at such time as it may determine to resume drafting the directive.

2. Assignment of J-Directorate Directives Numbers. The cognizant directorate will assign numbers for J-Directorate directives in accordance with directorate procedures.

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APPENDIX TO ENCLOSURE B

MAJOR SUBJECT AND NUMBER CATEGORIES FOR
CJCS AND JS DIRECTIVES

0000 -- INDEXES

- 0002 -- INDEX OF CJCS AND JS DIRECTIVES
- 0003 -- GTE TEST RECORD FOR NUMERIC CATEGORIES

1000 -- MANPOWER AND PERSONNEL

- 1010 -- EQUAL OPPORTUNITY AND EQUAL EMPLOYMENT OPPORTUNITY
- 1100 -- AWARDS AND DECORATIONS
 - 1101 -- CJCS CIVILIAN AWARDS PROGRAM
 - 1110 -- AWARDS AND DECORATIONS FOR FOREIGN NATIONALS
 - 1120 -- STREAMERS/DISTINGUISHING AND POSITIONAL FLAGS
 - 1130 -- REFRESHMENT AT AWARD CEREMONIES
- 1200 -- TRAINING
 - 1210 -- TRAINING FOR OFFICERS ASSIGNED TO NATO
- 1300 -- MILITARY PERSONNEL
 - 1301 -- COMBATANT COMMAND TDY REQUIREMENTS
 - 1310 -- JOINT CHIEFS OF STAFF IDENTIFICATION BADGE
 - 1320 -- ENLISTED PERSONNEL
 - 1330 -- OFFICER PERSONNEL
 - 1331 -- GENERAL AND FLAG OFFICERS
 - 1332 -- JOINT SPECIALTY OFFICER SELECTION BOARDS
 - 1333 -- JOINT DUTY ASSIGNMENT VALIDATION BOARD
- 1400 -- CIVILIAN PERSONNEL
 - 1401 -- CIVILIAN PERSONNEL SELECTION PROCESS
 - 1410 -- LOCAL NATIONAL CIVILIAN LABOR IN OVERSEAS AREAS
 - 1420 -- TIME AND ATTENDANCE REPORTING
 - 1430 -- JOINT STAFF CIVILIAN OF THE QUARTER AND YEAR
- 1500 -- MORALE AND WELFARE
- 1600 -- MANPOWER FOR JOINT AND INTERNATIONAL ACTIVITIES
 - 1610 -- EUROPEAN TROOP STRENGTH MANAGEMENT
- 1700 -- INTERNATIONAL MANPOWER (NATO)
- 1800 -- MILITARY EDUCATION
 - 1801 -- NATIONAL DEFENSE UNIVERSITY EDUCATION POLICY

2000 -- INTERNATIONAL AND FOREIGN AFFAIRS

- 2001 -- DISCLOSURE OF CLASSIFIED MILITARY INFORMATION
- 2010 -- MILITARY COMMITTEE, NATO
- 2030 -- CHEMICAL WEAPONS CONVENTION POLICY GUIDANCE
- 2100 -- MILITARY ASSISTANCE AND SALES
 - 2110 -- INTERNATIONAL TRANSFER OF TECHNOLOGY, GOODS, SERVICES, AND MUNITIONS
 - 2120 -- ACQUISITION AND CROSS-SERVICING AGREEMENTS (INTERNATIONAL TRANSFER OF LOGISTICS SUPPORT, SUPPLIES AND SERVICES)
- 2200 -- FOREIGN VISITS, VISITORS
 - 2210 -- VISITS TO US BY NON-US OFFICERS IN NATO
 - 2211 -- VISITS OF FOREIGN OR INTERNATIONAL DEFENSE COLLEGES
 - 2212 -- VISITS OF FOREIGN NATIONALS TO COMBATANT COMMAND HEADQUARTERS
- 2300 -- FOREIGN AGREEMENTS
 - 2310 -- US AND FSU AGREEMENTS
 - 2311 -- PREVENTION OF DANGEROUS MILITARY ACTIVITIES BETWEEN THE UNITED STATES AND RUSSIA
 - 2320 -- IMPLEMENTATION OF VIENNA DOCUMENT 1992
 - 2321 -- IMPLEMENTATION OF OPEN SKY
 - 2330 -- CHEMICAL WEAPONS
 - 2340 -- IMPLEMENTATION OF THE ADAPTATION AGREEMENT TO THE CONVENTIONAL ARMED FORCES IN EUROPE TREATY
- 2400 -- OCEANS LAW AND POLICY
 - 2410 -- THE EXERCISE OF RIGHT OF ASSISTANCE ENTRY
 - 2420 -- US FREEDOM OF NAVIGATION PROGRAM
 - 2430 -- HIGH-SEAS DRIFTNET FISHERIES ENFORCEMENT
- 2500 -- INTERNATIONAL CONFERENCES
 - 2510 -- INFORMING DOS ON POLITICALLY SIGNIFICANT MATTERS GENERATED AT INTERNATIONAL MILITARY CONFERENCES
- 2600 -- INTERSERVICE DISPUTES WITHIN ARMED FORCE OF FOREIGN COUNTRIES
 - 2610 -- US INVOLVEMENT IN DISPUTES WITHIN ARMED FORCES OF OTHER COUNTRIES
 - 2620 -- POLICY RELATING TO DEDICATED FOREIGN AIRCRAFT LANDING AT FACILITIES WHERE US MILITARY OPERATIONAL UNITS ARE BASED
- 2700 -- INTERNATIONAL MILITARY STANDARDIZATION
- 2800 -- NUCLEAR WEAPON INFORMATION

3000 -- OPERATIONS, PLANS, READINESS, AND INTELLIGENCE

- 3001 -- COMBATANT COMMANDER QUARTERLY REPORTS
- 3010 -- JOINT VISION 2020 IMPLEMENTATION
- 3020 -- JOINT DEPLOYMENT INFORMATION SYSTEMS
- 3100 -- JOINT STRATEGIC PLANNING SYSTEM
 - 3110 -- JOINT STRATEGIC CAPABILITIES PLAN
 - 3111 -- CJCS AIRBORNE SIOP RECON PLAN
 - 3112 -- PLANNING GUIDANCE FOR FORMER SOVIET UNION
 - 3113 -- THEATER ENGAGEMENT PLANNING
 - 3115 -- JOINT DATA NETWORK OPERATIONS
 - 3116 -- 2000 JOINT STRATEGY REVIEW
 - 3120 -- JOINT PLANNING DOCUMENTS
 - 3121 -- RULES OF ENGAGEMENT
 - 3122 -- JOPEs
 - 3123 -- CUBAN ATTACK ON US AIRCRAFT OR VESSELS
 - 3125 -- DOMESTIC CONSEQUENCE MANAGEMENT FOR CHEMICAL, BIOLOGICAL, RADIOLOGICAL, NUCLEAR, AND HIGH-YIELD EXPLOSIVES
 - 3130 -- NATIONAL MILITARY STRATEGY
 - 3132 -- JOINT STRATEGY REVIEW REPORT
 - 3134 -- LONG-RANGE VISION PAPER
 - 3136 -- CJCS PROGRAM ASSESSMENT
 - 3137 -- JOINT WARFIGHTING CAPABILITIES ASSESSMENT
 - 3138 -- DEFENSE INTELLIGENCE
 - 3140 -- REVIEW OF OPERATIONS PLANS
 - 3141 -- PROCEDURES
 - 3150 -- JOINT REPORTING STRUCTURE
 - 3151 -- GLOBAL COMMAND AND CONTROL SYSTEM COMMON OPERATIONAL PICTURE REPORTING REQUIREMENTS
 - 3160 -- CASUALTY RATE PLANNING
 - 3161 -- BATTLE CASUALTY RATE PATTERNS FOR CONVENTIONAL GROUND FORCES
 - 3170 -- REQUIREMENTS GENERATION SYSTEM
 - 3180 -- JROC PROGRAMMING FOR JOINT EXPERIMENTATION
- 3200 -- MILITARY OPERATIONS
 - 3201 -- POLICY FOR COMMAND AND CONTROL OF USMC TACAIR IN SUSTAINED OPERATIONS ASHORE
 - 3202 -- DEPLOYMENT PROCESS IMPROVEMENT
 - 3205 -- JOINT COMBAT CAMERA
 - 3207 -- MILITARY SUPPORT TO HUMANITARIAN DEMINING OPERATIONS
 - 3209 -- CRITICAL INFRASTRUCTURE PROTECTION (CIP)

- 3210 -- COMMAND AND CONTROL WARFARE
 - 3211 -- JOINT MILITARY DECEPTION
 - 3212 -- ELECTRONIC WARFARE
 - 3213 -- JOINT OPERATIONS SECURITY
 - 3214 -- PSYCHOLOGICAL OPERATIONS
 - 3215 -- COMMAND ARRANGEMENTS FOR DUEL BASE FORCES
 - 3216 -- CIVIL DISTURBANCE
 - 3217 -- MILITARY ASSISTANCE TO US POSTAL SERVICE
 - 3218 -- EVACUATION PERSONNEL (Complete title classified.)
 - 3219 -- RESTRICTION OF SPACE SYSTEM DATA DURING
CRISES
- 3220 -- MANAGEMENT OF ELECTROMAGNETIC SPECTRUM
 - 3221 -- ELECTROMAGNETIC INTERFERENCE AND JAMMING
 - 3222 -- HIGH-ALTITUDE ELECTRONIC PULSE PROTECTION
 - 3225 -- ILLUMINATION OF OBJECTS IN SPACE BY LASERS
- 3230 -- STRATEGY AND TACTICS
 - 3231 -- SINGLE INTEGRATED OPERATIONAL PLAN (SIOP)
 - 3232 -- RED SIOP (RSIOP)
- 3240 -- OFFENSIVE COUNTERINTELLIGENCE OPERATIONS
 - 3241 -- COUNTERINTELLIGENCE SUPPORT
- 3250 -- RECONNAISSANCE OPERATIONS
- 3260 -- NUCLEAR OPERATIONS
 - 3261 -- RECAPTURE AND RECOVERY OF NUCLEAR WEAPONS
 - 3262 -- NUCLEAR C2 COMMAND STAFF ASSISTANCE VISIT
 - 3263 -- NUCLEAR C2 COMMAND ASSISTANCE VISIT
 - 3264 -- POLO HAT OPERATIONAL ASSESSMENT
- 3270 -- INVASION AND RECOVERY
- 3280 -- NATIONAL MILITARY COMMAND SYSTEM
 - 3281 -- NATIONAL MILITARY COMMAND CENTER
 - 3282 -- WORLD WIDE COMMAND AND CONTROL AIRBORNE
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 - 3283 -- FIXED COMMAND CENTERS
 - 3284 -- MCCC REQUIREMENTS
- 3290 -- EPW PROGRAM
- 3300 -- INTELLIGENCE
 - 3310 -- DEFENSE ATTACHE SYSTEM
 - 3312 -- JOINT MILITARY INTELLIGENCE CERTIFICATION
 - 3315 -- COUNTERINTELLIGENCE SUPPORT
 - 3320 -- ELECTROMAGNETIC SPECTRUM JOINT OPERATIONAL
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 - 3340 -- NATIONAL INTELLIGENCE COLLECTION
 - 3341 -- NATIONAL INTELLIGENCE ESTIMATES
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 - 3345 -- COORDINATION AND APPROVAL

- 3350 -- INTELLIGENCE PROJECTS
 - 3351 -- POLICY FOR INTELLIGENCE PROJECTS
- 3400 -- READINESS
 - 3401 -- CHAIRMAN'S READINESS SYSTEM
 - 3402 -- AREA OF INTEREST DATABASE MAINTENANCE
- 3410 -- CONTINUITY OF OPERATIONS PLAN
 - 3411 -- KEY PERSONNEL LOCATION REPORTS TO NMCC
- 3420 -- CJCS CONFERENCING SYSTEMS
- 3430 -- CRISIS MANAGEMENT
 - 3431 -- JOINT NUCLEAR ACCIDENT RESPONSE TEAM
- 3440 -- SPACE SHUTTLE CONTINGENCY RECOVERY
- 3450 -- TEST AND EVALUATION
 - 3451 -- COMBATANT COMMANDER FIELD ASSESSMENTS
- 3500 -- TRAINING
 - 3501 -- CJCS JOINT TRAINING MASTER SCHEDULE
 - 3501 -- CJCS QUARTERLY SCHEDULE OF MILITARY EXERCISES
 - 3510 -- EXERCISES
 - 3511 -- CJCS EXERCISE PROGRAM FUNDING
 - 3520 -- NUCLEAR C2 TRAINING
- 3600 -- CIVIL DEFENSE
 - 3610 -- AIRCRAFT HIJACKING
 - 3620 -- CIVIL DEFENSE, RECOVERY, AND RECONSTITUTION
- 3700 -- COUNTERDRUG
 - 3701 -- CLASSIFICATION GUIDE
 - 3710 -- OPERATIONAL SUPPORT TO DRUG LAW ENFORCEMENT
- 3800 -- METEOROLOGICAL AND OCEANOGRAPHIC
 - 3810 -- METEOROLOGICAL AND OCEANOGRAPHIC OPERATIONS
 - 3820 -- ENVIRONMENTAL EFFECTS OF DOD ACTIONS
- 3900 -- POSITION REFERENCE PROCEDURES
 - 3901 -- GEOSPATIAL INFORMATION AND SERVICES
 - 3910 -- POSITION REFERENCE PROCEDURES

4000 -- LOGISTICS

- 4100 -- MATERIAL MANAGEMENT
 - 4110 -- UNIFORM MATERIAL MOVEMENT AND ISSUE
 - 4115 -- CUSTOMER WAIT TIME AND TIME DEFINITE DELIVERY
 - 4120 -- MATERIEL PRIORITY SYSTEM DURING CRISIS AND WAR
- 4200 -- HEALTH AND MEDICAL
 - 4210 -- HEALTH SUPPORT OVERSEAS
 - 4220 -- CASUALTY RATE PLANNING
- 4300 -- LOGISTIC PLANNING GUIDANCE
 - 4310 -- PRE-POSITIONING SHIPS
 - 4320 -- EQUIPMENT AUTHORIZATION FOR SPECIAL OPERATIONS

- 4330 -- USE OF NATO LOGISTICS PLANNING FACTORS
- 4400 -- INVENTORY MANAGEMENT
 - 4410 -- AIRCRAFT INVENTORY MANAGEMENT
- 4500 -- TRANSPORTATION
 - 4510 -- TRAVEL
 - 4520 -- NON-US NATO AIRLIFT
- 4600 -- EXERCISE RELATED CONSTRUCTION

5000 -- ADMINISTRATION, MANAGEMENT, AND SECURITY

- 5001 -- JOINT STAFF QUALITY MANAGEMENT PROGRAM
- 5002 -- MEETINGS IN JCS CONFERENCE ROOM
- 5100 -- ORGANIZATIONAL CHARTERS
 - 5111 -- US NATIONAL MILITARY REPRESENTATIVE TO SHAPE
 - 5112 -- US MILITARY ORGANIZATIONAL RELATIONSHIP IN TURKEY
 - 5113 -- COUNTERTERRORIST JOINT TASK FORCE
 - 5114 -- THEATER LOGISTIC SUPPORT GENERAL OFFICER STEERING COMMITTEE
 - 5115 -- US DELEGATION, INTER-AMERICAN DEFENSE BOARD
 - 5116 -- PRESERVATION OF IRANIAN FMS RECORDS
 - 5117 -- DEFENSE ADVANCED RESEARCH PROJECTS AGENCY (DARPA) ACTIVITIES IN FOREIGN COUNTRIES WITHIN CDRPACOM'S AREA OF RESPONSIBILITY
 - 5119 -- MANAGEMENT OF NUCLEAR C2 SYSTEM
- 5120 -- JOINT DIRECTIVE DEVELOPMENT
 - 5121 -- IMPLEMENTATION OF EXECUTIVE ORDER 13142
 - 5122 -- JOINT TACTICAL SWITCHED SYSTEMS MANAGEMENT
 - 5123 -- JOINT REQUIREMENTS OVERSIGHT COUNCIL CHARTER
 - 5124 -- JOINT SPECTRUM CENTER CHARTER
 - 5125 -- JOINT STAFF SECURITY OFFICE TECHNICAL COUNTER CHARTER
- 5130 -- RELATIONSHIPS BETWEEN COMBATANT COMMAND COMMANDERS AND INTERNATIONAL COMMANDS
- 5200 -- SECURITY
 - 5205 -- DEFENSE ATTACHE OFFICE IMPLEMENTATION
 - 5210 -- COMPUTER SECURITY
 - 5220 -- INFORMATION SECURITY
 - 5221 -- DELEGATION OF DISCLOSURE AUTHORITY
 - 5222 -- NMC SYSTEM SECURITY CLASSIFICATION MANUAL
 - 5225 -- CLASSIFICATION OF COUNTERPROLIFERATION
 - 5230 -- PHYSICAL SECURITY
 - 5240 -- PERSONNEL SECURITY
 - 5241 -- NMCC VISITOR CLEARANCE AND ESCORT

- 5245 -- AGREEMENTS CONCERNING PROTECTION OF THE PRESIDENT
- 5250 -- SPECIAL ACCESS PROGRAM
- 5260 -- PERSONNEL PROTECTION PROGRAM (ANTITERRORISM)
 - 5261 -- TERRORISM READINESS INITIATIVES FUND
 - 5262 -- COMBATING TERRORISM TECHNOLOGY
- 5300 -- OFFICE AND ADMINISTRATIVE SERVICES
 - 5301 -- RECEIVING MAIL AND PACKAGES
 - 5320 -- JOINT HISTORY PROGRAM
- 5400 -- PUBLIC AFFAIRS/PROTOCOL
 - 5410 -- PUBLIC AFFAIRS
 - 5420 -- PROTOCOL
 - 5421 -- CJCS AND VCJCS COUNTERPART VISIT PROGRAM
- 5500 -- LEGISLATIVE AFFAIRS
 - 5501 -- CONGRESSIONAL LIAISON POLICY
- 5600 -- OFFICE MANAGEMENT
 - 5610 -- SUPPLY MANAGEMENT
 - 5620 -- FACILITIES MANAGEMENT
 - 5630 -- MEDIA SUPPORT
 - 5640 -- CONTRACTED ADVISORY AND ASSISTANCE SERVICES
 - 5641 -- JOINT STUDY RESOURCING AND MANAGEMENT
 - 5642 -- JOINT STUDY RESOURCING AND MANAGEMENT
- 5700 -- CORRESPONDENCE MANAGEMENT
 - 5701 -- JOINT STAFF DIRECTIVES SYSTEM
 - 5702 -- WRITING AND FORMAT PREFERENCES
 - 5705 -- MILITARY AND ASSOCIATED TERMINOLOGY
 - 5710 -- ACTION PROCESSING
 - 5711 -- EDITORIAL GUIDANCE AND ACCEPTED USAGE FOR JOINT STAFF CORRESPONDENCE
 - 5712 -- STANDARDS FOR JOINT STAFF VISUAL AIDS --
 - 5713 -- FREEDOM OF INFORMATION ACT PROGRAM
 - 5714 -- RELEASE OF JOINT STAFF PAPERS AND INFORMATION
 - 5715 -- JOINT STAFF AND THE INTERAGENCY PROCESS
 - 5716 -- DAYBOOKS, TRIP BOOKS, AND CHOD/MOD BOOKS
 - 5717 -- GAO AND DOD IG AUDIT ACTIVITIES
 - 5720 -- MESSAGE MANAGEMENT AND PROCESSING
 - 5721 -- DEFENSE MESSAGING SYSTEM
 - 5730 -- FORMS MANAGEMENT
 - 5740 -- REPORTS MANAGEMENT
 - 5760 -- RECORDS MANAGEMENT
 - 5761 -- JOINT STAFF ELECTRONIC FILING SYSTEM POLICY
- 5800 -- LEGAL AFFAIRS
 - 5810 -- DOD LAW OF WAR PROGRAM
- 5900 -- INSPECTOR GENERAL
 - 5901 -- INSPECTIONS, INVESTIGATIONS, AND OVERSIGHT

6000 -- COMMAND, CONTROL, COMMUNICATIONS, AND COMPUTERS (C4)

- 6010 -- US C4 SYSTEMS IN INTERNATIONAL FORUMS
- 6020 -- CONTINGENCY COMMUNICATIONS
- 6100 -- PLANS
 - 6101 -- EMERGENCY PRESIDENTIAL COMMUNICATIONS
 - 6110 -- CJCS-CONTROLLED TACTICAL COMMUNICATIONS ASSETS
 - 6111 -- C4 SYSTEMS MASTER PLANS
 - 6115 -- C4 FACILITIES
 - 6120 -- TACTICAL COMMAND AND CONTROL PROGRAM
 - 6130 -- POSITIONING, NAVIGATION, AND TIMING
 - 6140 -- NAVSTAR GPS SELECTIVE AVAILABILITY/ANTI-SPOOFING
- 6200 -- INTEROPERABILITY
 - 6210 -- COMMAND CENTER SYSTEM
 - 6211 -- DEFENSE INFORMATION SYSTEMS
 - 6212 -- C4I SYSTEMS
 - 6215 -- DSN POLICY
 - 6220 -- ALLIED COMMUNICATIONS PUBLICATIONS
 - 6230 -- TACTICAL C3 SYSTEMS
 - 6231 -- EMPLOYING JOINT TACTICAL COMMUNICATIONS
 - 6232 -- DECONFLICTING JTIDS/MIDS OPERATIONS
 - 6233 -- JOINT COMMUNICATION ELECTRONIC OPERATIONS INSTRUCTIONS
 - 6240 -- COMMUNICATIONS TRAINING
 - 6241 -- US MESSAGE TEXT FORMATTING
 - 6250 -- SATELLITE COMMUNICATIONS
 - 6251 -- UHF SATELLITE COMMUNICATIONS
 - 6252 -- UHF FOLLOW-ON COMMUNICATIONS SATELLITE
 - 6253 -- EHF/MILSTAR CONOPS
 - 6254 -- NARROWBAND SECURE VOICE REQUIREMENTS
 - 6255 -- CJCS-DIRECTED MILSTAR NETWORKS
 - 6260 -- JOINT WARRIOR INTEROPERABILITY DEMONSTRATIONS
 - 6271 -- JOINT STANDARD AIR OPERATIONS SOFTWARE
 - 6280 -- CJCS MULTINATIONAL SYSTEM ENGINEERING
- 6300 -- COUNTERMEASURES
- 6400 -- CIRCUIT ENGINEERING
- 6500 -- CRYPTOGRAPHIC SECURITY
 - 6505 -- NETWORK OPERATIONS
 - 6506 -- NETWORK MANAGEMENT
 - 6507 -- INFORMATION DISSEMINATION MANAGEMENT
- 6510 -- JOINT AND COMBINED COMMUNICATIONS SECURITY
 - 6511 -- DEPLOYABLE SWITCHED SYSTEMS SECURITY
- 6520 -- JOINT KEY MANAGEMENT SYSTEM

- 6600 -- STANDARDS
 - 6610 -- TACTICAL DIGITAL INFORMATION LINK
 - 6620 -- INFORMATION TECHNOLOGY STANDARDS
 - 6630 -- JOINT MARITIME C4I
 - 6631 -- C4I EDUCATION AND TRAINING
- 6700 -- WORLDWIDE MILITARY COMMAND AND CONTROL SYSTEM (WWMCCS)
 - 6710 -- MANAGEMENT PROCEDURES
 - 6711 -- EXCHANGE OF COMMUNICATIONS
 - 6715 -- COLLABORATIVE ENVIRONMENT – JOINT COLLECTION TOOLS EMPLOYMENT
 - 6720 -- PLANS AND POLICY
 - 6721 -- GCCS STRUCTURE
 - 6722 -- GCCS REQUIREMENTS
 - 6723 -- GCCS MANAGEMENT
 - 6724 -- GCCS INTEGRATION MANAGEMENT CONOPS
 - 6730 -- GCCS SECURITY
 - 6731 -- GCCS SECURITY POLICY AND PROCEDURES
 - 6740 -- MILITARY TELECOMMUNICATIONS AGREEMENTS
- 6800 -- NUCLEAR
 - 6810 -- NUCLEAR C2 EQUIPMENT AND FACILITIES
 - 6811 -- NUCLEAR C2 TECHNICAL PERFORMANCE CRITERIA
 - 6812 -- DEFENSE IEMATS C2 TERMINAL SECURITY
- 6900 -- TELECOMMUNICATIONS

7000 -- FINANCIAL MANAGEMENT (GENERAL)

- 7100 -- INTERNAL CONTROL
- 7200 -- ACCOUNTING AND CONTROL
 - 7201 -- COMBATANT COMMANDERS' REPRESENTATION FUNDS
- 7300 -- DISBURSEMENT AND RECEIPTS
- 7400 -- COMBATANT COMMANDERS INITIATIVES FUND
 - 7401 -- COMBATANT COMMANDERS INITIATIVES FUND
- 7500 -- ACQUISITION MANAGEMENT
 - 7501 -- JOINT STAFF GOVERNMENT PURCHASE CARD PROGRAM
 - 7510 -- COT FUNDING REQUIREMENT FOR COMMUNICATIONS AND COMPUTER SYSTEM SOFTWARE
- 7600 -- AUDIT

8000 -- INFORMATION RESOURCES MANAGEMENT (GENERAL)

- 8010 -- JOINT COMMUNITY CHIEF INFORMATION OFFICER
- 8100 -- INFORMATION SYSTEMS MANAGEMENT

- 8104 -- VALIDATION OF JOINT MODELS AND SIMULATIONS
- 8110 -- INFORMATION SYSTEMS SOFTWARE
 - 8111 -- AUTOMATED INFORMATION SYSTEMS FACILITY
POLICY
 - 8115 -- PERSONAL DIGITAL ASSISTANTS
- 8120 -- JOINT STAFF HARDWARE ACCOUNTABILITY
- 8130 -- JOINT STAFF INFORMATION TECHNOLOGY (IT)
EQUIPMENT ACCOUNTABILITY
- 8200 -- INFORMATION SERVICES
 - 8210 -- JOINT STAFF INTRANET
 - 8230 -- JOINT STAFF PUBLIC WEB SERVICES
- 8300 -- DATA ADMINISTRATION
- 8400 -- INFORMATION TECHNOLOGY
- 8500 -- PLANNING, PROGRAMMING, AND BUDGETING SYSTEM
(PPBS)
 - 8501 -- CJCS, COMBATANT COMMANDER, AND JOINT STAFF
PARTICIPATION IN PPBS
 - 8510 -- JOINT MODELING AND SIMULATION MANAGEMENT
- 8900 -- INFORMATION COLLECTION AND DISSEMINATION
 - 8910 -- BLUE FORCE TRACKING

ENCLOSURE C

PROCESSING REQUIREMENTS AND PROCEDURES

1. General. With the exceptions outlined in subparagraphs a and b below, all proposed new and revised CJCS and JS instructions, manuals, notices, guides, handbooks, and pamphlets will be processed through the Joint Secretariat, Information Management Division and Actions Division, and the J-Directorates in accordance with the procedures outlined herein. As J-Directorate directives are internal, the individual directorates may follow these procedures or they may establish their own; however, they must follow the format and content requirements established in Enclosure D.

a. Sensitive Compartmented Information (SCI) Directives. Directives that are SCI will be processed through SCI channels as directed in reference c.

b. Message Directives. Messages will not be used to transmit CJCS and JS directives, policies, or permanent procedures. When time sensitivities make the use of messages necessary for such purposes, the directive, policy, or procedure will be effective for no more than 90 days, during which time the originator will prepare the information for issue as an instruction, manual, notice, guide, handbook, or pamphlet as appropriate.

2. Review Requirements

a. Annual Review

(1) Instructions, Manuals, and Guides. All CJCS and JS instructions, manuals, and guides will be reviewed annually to determine if they require change, reissuance, or cancellation; they will be reviewed for reissuance or cancellation every 5 years. The first annual review will be conducted on the second anniversary of the document's effective date. The 5-year review will be conducted every 5 years from the document's effective date, with the document being reissued or canceled as a result.

(2) Handbooks and Pamphlets. CJCS and JS handbooks and pamphlets and J-Directorate directives will be reviewed and canceled or reissued at the discretion of the directorate.

(3) Notices. As notices are self-canceling after 1 year or contain a specific effective period, there is no need for their review.

(4) Forty-Percent Rule. If, upon review, more than 40 percent of a directive is found to require change, it must be reissued. Directives requiring change to 40 percent or less of the document require the issuance of a change

notice. Page changes will be used for all changes; pen-and-ink changes will no longer be used.

(5) Cancellations. If, upon review, the J-Directorate having cognizance of the subject matter of the directive determines it has served its purpose and is no longer needed, a cancellation notice must be issued. All cancellations will be fully coordinated.

b. Special and Discretionary Review. Special reviews will be conducted at the discretion of the Chairman, Joint Chiefs of Staff (CJCS). Additionally, the cognizant J-Directorate is responsible to initiate a change to or reissuance of a directive at any time substantive changes to the content so require.

3. Processing Procedures. The procedures outlined below for processing directives parallel those for processing Joint Staff actions (see reference d). These procedures apply equally to new directives, revisions, and cancellations, **except** that for new directives, the J-Directorate will initiate the action and secure a directive number from RMAS Br. **Also note:** The J-Directorate will have 2 years from the date assigned a number to complete the directive. Upon expiration of this time, the number will be canceled, and the directorate will need to reapply for a number at such time as it may determine to resume drafting the directive.

a. Information Management Division (IMD)

(1) Records Management and Automation Support Branch (RMAS Br).
RMAS Br will:

(a) Task the annual, 5-year, and any special directives reviews to the cognizant JS Directorate(s) via the electronic Joint Staff Action Processing (JSAP) Action Tracking System. The annual review will be tasked during the anniversary month of the directive's date of issuance, beginning on the second anniversary, using Part 1 of JS Form 6, "Request for Review of Joint Staff Directives, Documents, and Forms." The 5-year review will be tasked every 5 years from the directive's date of issuance. Special, out-of-cycle, reviews will be tasked on a case-by-case basis and the next review date reset based on the results and procedures of the special review. See Appendix A for JS Form 6 and Appendix B for sample directives review cover letters (taskers).

(b) Monitor the progress of directives reviews and report overdue actions to the Vice Director, Joint Staff.

(c) Upon assigning a new directive number, monitor the progress of the directive under development and cancel the number should the directive not be issued within 2 years.

(d) Respond to queries regarding the format, management, and administration of CJCS and JS directives and otherwise assist the action officer (AO) in completing related taskings.

(e) Provide final coordination on all directives **after all changes have been incorporated** and prior to submission for J-Director approval.

(f) Accomplish electronic distribution of the signed directive.

(2) Research and Archiving Branch (R&A Br). R&A Br will:

(a) Forward a copy of the completed JSAP to RMAS Br for electronic distribution.

(b) Archive the completed package.

b. Actions Division

(1) Assignment and Control Branch (ACB). ACB will monitor the review once it has been tasked by RMAS and coordinate suspense management until the review is completed. This includes processing routine requests for suspense extensions and enforcing the requirement for DJS/VDJS approval of extensions of actions on directives over 5 years old.

(2) Editorial and Action Processing Branch (EAPB). EAPB will complete the final editorial review and forward the package for signature.

(3) Administrative Support Branch (ASB). ASB will:

(a) Forward the master signed hard copy of the directive to the Graphics, Printing, and Distribution Section, Joint Staff Support Services Office, Directorate of Management, for printing and limited hard copy distribution.

(b) Forward the original electronic JSAP folder to IMD for electronic distribution and archiving.

c. J-Directorates

(1) For Directives Tasked for Annual Review. The J-Directorate AO will, within 30 days of receiving the tasking:

(a) Conduct an initial review to determine whether the directive is necessary, current, and accurate.

(b) If no changes are required, check the appropriate box and update AO information in Part 2 of JS Form 6, then forward through the directorate Military Secretary (MilSec) to ACB for final processing.

(c) If the directive is no longer necessary, if changes are required, or if reissuance is mandatory because of the 40-percent rule, check the box on JS Form 6 that applies to the suspense policy below, then forward through MilSec to ACB for monitoring.

1. Coordination Required Within the Joint Staff Only. The directorate will complete a cancellation notice, change to, or reissuance of the document within 90 days of the initial tasking.

2. Coordination With External Organizations Required. The directorate will have a maximum of 180 days from the initial tasking to complete the cancellation, change, or reissuance.

(2) For Directives Tasked for 5-Year or Special Review. As revision or cancellation of these directives is mandatory, the suspense date is included in the tasker in accordance with the policy above. Suspense policy for 5-year revision/cancellation actions further requires that the AO secure DJS/VDJS approval of any extension to the suspense. Sample requests for suspense extension on 5-year revision actions are available from RMAS Br.

(3) For All Directives (Whether Being Developed, Revised, or Canceled). The directorate AO will:

(a) Establish distribution and coordination requirements and a related network of AOs.

(b) Research and prepare initial draft.

1. Utilize the proper Microsoft Word template as directed in Enclosure E, paragraph 2. ApproveIT software will be the primary means of obtaining the signature of the CJCS and DJS on non-sensitive documents. As part of the electronic signature process, the Microsoft Word template **must** be utilized. (**Note: Do not type in the signature block or remove the signature block bookmarks.** Doing so will negate use of the ApproveIT software.)

2. Name the Microsoft Word file as directed in Enclosure D, paragraph 2.

(c) Fully and formally coordinate the directive.

1. Coordination of all directives with the Office of Legal Counsel (legal review) is mandatory.

2. Coordination within the Joint Staff will be made via the JSAP electronic folder system. As part of this process, all sections of the draft document **must** be contained in one Microsoft Word file. If the length of the directive, number of images or objects therein, or other unique factors make preparation as a single document problematic, contact RMAS Br for guidance.

3. For organizations outside the JSAP system, coordination will be in accordance with directorate procedures.

(d) Redraft the directive, incorporating changes as appropriate and resolving issues surfaced in the coordination process. If necessitated by the extent of the changes, recoordinate.

(e) Prepare the document for final coordination and submit a coordination copy folder through the directorate MilSec to AD, EAPB, for editorial review. Allocate a minimum of 10 working days for the edit.

(f) Accomplish final coordination. RMAS Br will be included in final coordination on all draft new and revised directives after all changes have been incorporated.

(g) Submit the final package for signature through directorate approval channels to ACB via JSAP folder.

4. Structure of a Final Directives JSAP. As shown in Appendix F, the final package will contain the following:

a. JS Form 136, "Joint Staff Action Processing Form" (Appendix C), approved by the appropriate J-Director with documented staffing and coordination. The Form 136 will be annotated in the "Coordination" block that an IMD review was completed. The JS Form 136 is available in Microsoft Word from the JS FORM icon on the standard toolbar.

b. The proposed new or revised instruction, manual, notice, guide, handbook, or pamphlet, prepared as a single document on the appropriate Microsoft Word template, dated 10 working days beyond the expected date of approval, and with the Microsoft Word file named as instructed in Enclosure D, paragraph 2.

c. The canceled or superseded document(s), if applicable.

d. All background and reference materials, in the order in which they are referenced in the document. **Note:** Draft directives will not be referenced.

e. JS Form 48, "Distribution Sheet," (Appendix D) for all classified directives and for unclassified directives that include Distribution S, special distribution. (Distribution codes are explained in Enclosure F.) Also complete JS Form 48 to indicate the exact breakdown of copies when recipients or numbers of copies do not fall into the standard distribution lists or if special requirements dictate that copies of the directive go directly to subordinate offices within an agency. JS Form 48 is available in FormFlow and via the JS FORM icon. Instructions for completing the form are provided in reference e.

f. JS Form 115, "Joint Staff Publications Running Sheet" (Appendix E), for **all** Top Secret directives and for other directives that are more than 100 pages in length or that contain several enclosures, appendixes, and annexes. JS Form 115, available in FormFlow, ensures accountability for all pages and their proper collation during printing.

APPENDIX A TO ENCLOSURE C

JS FORM 6

REQUEST FOR REVIEW OF JOINT STAFF DIRECTIVES, DOCUMENTS, AND FORMS (CJCSIs, CJCSMs, CJCSNs, JSIs, JSMs, JSNs, JAIs, Directives, MOPs, Charters, TORs, & Forms)		
Part 1		
TO:	SJS NR:	SUSPENSE DATE:
DIRECTIVE/FORM NUMBER, DATE & TITLE:		
REVIEW: X Annual Special	FILE LOCATION:	
SPECIAL INSTRUCTIONS:		
REQUESTING OFFICIAL (Title and Signature)		DATE
Part 2		
TO: Records Management and Automation Support Branch Information Management Division, OSJS		THRU: Assignment & Control Branch Actions Division, OSJS
STATUS OF REVIEWED DOCUMENT/FORM (Check Applicable Boxes)		
<input type="checkbox"/>	Document/Form is current and no change is required.	
<input type="checkbox"/>	Document has been (rescinded/superseded) by: _____	
	Action will be taken to revise/cancel document by date indicated below: <input type="checkbox"/> Collaboration within Joint Staff only is required; 90 days to complete update is authorized. Update/cancellation action will be completed by: _____ <input type="checkbox"/> Collaboration with external organizations is required; 180 days to complete update is authorized. Update/cancellation action will be completed by: _____	
<input type="checkbox"/>	Memo/JS Form 136 sent to VDJS on _____ requesting a one year extension.	
<input type="checkbox"/>	Other: _____	
REMARKS:		
PROJECT/ACTION OFFICER NAME AND PHONE NO.		DATE
SECTION CHIEF (Signature/Date)		MILITARY SECRETARY (Signature/Date)
JS FORM 6. JAN 96 (EG) PREVIOUS EDITIONS ARE OBSOLETE		

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APPENDIX B TO ENCLOSURE C
SAMPLE DIRECTIVES REVIEW TASKERS

[Action #]
[Date] DISTRIBUTION [XXXX]

SECRETARY, JOINT STAFF DIRECTIVE
on
ANNUAL REVIEW OF [CJCS or JS] DIRECTIVE
[DIRECTIVE NUMBER, NAME, AND DATE]

1. The attached is referred to [Directorate] for review.
2. The suspense date for completion of the attached JS Form 6 is [MM/DD/YYYY], unless an extension is coordinated with the Assignment and Control Branch, Actions Division, SJS.
3. Directives five years old or older will be revised and reissued, or canceled, no later than their anniversary date in accordance with provisions of JSI 5701.01 series.
4. If this directive will be updated, revised, converted, or canceled, guidance on formatting and use of templates may be obtained from Records Management and Automation Support Branch, Room 2B917, 697-6906.
5. If the suspense date cannot be met on review of a directive five years old or older, a memorandum requesting an extension to the suspense must be submitted to the Director, Joint Staff, through the Secretary, Joint Staff.

Joint Secretariat

Figure C-B-1. Sample Annual Review Tasker

[Action #]

[Date]

DISTRIBUTION [XXXX]

SECRETARY, JOINT STAFF DIRECTIVE

on

[DIRECTIVE NUMBER, NAME, AND DATE]

The attached directive over five years old is referred to [Directorate] for mandatory cancellation or republication. The suspense date for completion of this action is [MM/DD/YYYY], which allows for coordination with all appropriate internal and external organizations. If the suspense cannot be met, a memorandum requesting an extension must be submitted to the Director, Joint Staff, through the Secretary, Joint Staff. Guidance on directives can be obtained from CJCSI/JSM 5701.01 series and IMD/Records Management and Automation Support Branch, Room 2B917, 697-6906.

Joint Secretariat

Figure C-B-2. Sample 5-Year Revision/Cancellation Tasker

[Action #]

[Date]

DISTRIBUTION [XXXX]

SECRETARY, JOINT STAFF DIRECTIVE

on

REVISION OF [CJCS or JS] DIRECTIVE

[DIRECTIVE NUMBER, NAME, AND DATE]

1. The attached is referred to [Directorate] for DJS APPROVAL of a revised directive.
2. During the VDJS-directed Special Review of CJCS directives, your directorate determined that a revision is required.
3. The suspense date for completion of the revision is [MM/DD/YYYY], which allows for coordination with all appropriate internal and external organizations in accordance with CJCSI 5701.01 series. Guidance on formatting and use of templates may be obtained from JSM 5701.01 series, and from Records Management and Automation Support Branch, Room 2B917, 697-6906.
4. If the suspense cannot be met and the directive is five years old or older, a request for an extension must be submitted to the Director, Joint Staff, through the Secretary, Joint Staff.

Joint Secretariat

Figure C-B-3. Sample Special Review Tasker

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APPENDIX C TO ENCLOSURE C

JS FORM 136

JOINT STAFF ACTION PROCESSING FORM					
CLASSIFICATION UNCLASSIFIED			ACTION NUMBER		
TO		THRU		ORIG SUSPENSE	
SUBJECT					
EXECUTIVE SUMMARY					
<ol style="list-style-type: none"> 1. <u>Purpose.</u> 2. <u>Discussion.</u> 3. <u>Recommendation.</u> 					
COORDINATION					
NAME	AGENCY	DATE	NAME	AGENCY	DATE
AO/J/DIV/EXT				Date Prepared:	
CLASSIFICATION			CLASSIFICATION/DECLASSIFICATION INSTRUCTIONS		
UNCLASSIFIED					

(INTENTIONALLY BLANK)

APPENDIX D TO ENCLOSURE C

JS FORM 48

Note: See reference e for instructions on completing this form.

DISTRIBUTION AUTHORIZATION SHEET					620-02	
RECEIVED FROM		AGENCY NO.	DATE	PRINT REQ NO.	CONTROL NO.	
UNCLASSIFIED DOCUMENT IDENTITY				CLASSIFICATION		
				<input type="checkbox"/> TS	<input type="checkbox"/> C	<input type="checkbox"/> SIOP-ESI
				<input type="checkbox"/> S	<input type="checkbox"/> U	<input type="checkbox"/> OTHER
DESIRED DISPATCH TIME			<input type="checkbox"/> SPECIAL _____			
<input type="checkbox"/> 0800	<input type="checkbox"/> 1300	<input type="checkbox"/> 1600	SIGNATURE OF MILITARY SECRETARY ONLY			
<input type="checkbox"/> 1000	<input type="checkbox"/> 1400*		(INDICATE IN COLUMN BELOW BY AN X MARK WHICH ADDRESSEES ARE			
<input type="checkbox"/> 1100	<input type="checkbox"/> 1500		SPECIAL)			
* OSD & MILITARY SVCS DISPATCH TIMES						
REMARKS					DISTRIBUTION CODE	
LINE NO	HOLDER NUMBER	ADDRESSEE	NUMBER COPIES	COPY NUMBERS	SPEC DELIV REQ	
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
TOTALS	_____ ADDRESSEES	_____ COPIES	DISTRIBUTION AUTHORIZED BY _____		TELEPHONE NO. _____	
SPACE BELOW RESERVED FOR DISTRIBUTION USE ONLY						
RECEIPT IS ACKNOWLEDGED OF ABOVE LISTED			LOGGED IN BY _____		RECEIPT RAN _____	
DATE _____			SIGNATURE _____		DISTRIBUTED BY _____	
					MAIL BOX _____	

(INTENTIONALLY BLANK)

APPENDIX E TO ENCLOSURE C

JS FORM 115

JOINT STAFF PUBLICATIONS RUNNING SHEET			
			SHEET NO. _____
<i>NOTE: Publications requiring separate covers start with cover portion. All others start with folio.</i>			
FRONT COVER	INSIDE FRONT COVER	INSIDE BACK COVER	BACK COVER
TRUE FOLIOS (Face Pages)	PRINTED FOLIOS / Page Numbers	TRUE FOLIOS (Back Pages)	PRINTED FOLIOS / Page Numbers
1		2	
3		4	
5		6	
7		8	
9		10	
11		12	
13		14	
15		16	
17		18	
19		20	
21		22	
23		24	
25		26	
27		28	
29		30	
31		32	
33		34	
35		36	
37		38	
39		40	
41		42	
43		44	
45		46	
47		48	
49		50	

JS FORM 115-1, MAY 93

JOINT STAFF PUBLICATIONS RUNNING SHEET			
SHEET NO. _____			
TRUE FOLIOS (Face Pages)	PRINTED FOLIOS / Page Numbers	TRUE FOLIOS (Back Pages)	PRINTED FOLIOS / Page Numbers
51		52	
53		54	
55		56	
57		58	
59		60	
61		62	
63		64	
65		66	
67		68	
69		70	
71		72	
73		74	
75		76	
77		78	
79		80	
81		82	
83		84	
85		86	
87		88	
89		90	
91		92	
93		94	
95		96	
97		98	
99		100	

JS FORM 115-2, MAY 93

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ENCLOSURE D

FORMAT AND CONTENT REQUIREMENTS

1. General

a. Instructions, Manuals, Notices, and Guides. Templates for CJCS, JS, and J-Directorate instructions, manuals, notices, and guides are available in Microsoft Word from the JS FORM icon located on the standard toolbar. These templates automate most of the formatting described in this enclosure; however, they do not explain format and content requirements. See Enclosure E for instructions on using the templates and Enclosure G for examples of the directives.

b. Handbooks, Pamphlets, and Special Use Guides. As special use directives, handbooks, and pamphlets are not required to adhere to the formatting standards set forth in this manual. They are customarily designed by graphics personnel according to the unique requirements of their content and audience. Some special use guides also necessitate unique formatting. See Enclosure G for examples.

2. Electronic File Naming Standards. (See Figure D-1 below.) The Microsoft Word file name for all CJCS, JS, and J-Directorate directives --excepting change notices-- will consist of the directive acronym, one space, the directive number, one dash, the word "Master," one period, and the word "doc." If the directive number contains a period, the period will be represented in the file name by a dash. In change notices, the word "Master" will be replaced by the acronym "CH" (for change) and the change number.

DOCUMENT NUMBER	FILE NAME
CJCSI 3218.01	CJCSI 3218-01-Master.doc
CJCSI 3110.05C-1	CJCSI 3110-05C-1-Master.doc
JSM 5711.01A	JSM 5711-01A-Master.doc
CJCSN 5120	CJCSN 5120-Master.doc
Change 1 to JSM 5240.01B	JSM 5240-01B-CH1.doc
Change 3 to CJCSI 3110.04	CJCSI 3110-04-CH3.doc

Figure D-1. Naming Electronic Files

3. Formatting Standards

a. Basic. For exceptions to these instructions relating to page 1 and to the cover page, see subparagraphs 3b and 5a below.

(1) Paper. Use 8-1/2 by 11-inch white bond.

(2) Font. Use Bookman Old Style 12 point for document pages. Use underlining to identify paragraph headings. Use bolding **only** for emphasis within text. Use sentence case throughout text and uppercase for titles. For classification markings, use Arial 24 point bold.

(3) Margins, Spacing, and Alignment. Single space draft and final versions. Double space between paragraphs and between titles and text. Left align text. Center titles. Use 1-inch top, bottom, and side margins, and 1/2-inch header and footer margins.

(4) Header and Footer. The header will be right aligned and consist of the document number on the first line, the document date on the second line, and one blank line below the document date. The footer will be centered and consist of the page number. Pagination requirements for enclosures and additional pages are described in subparagraph 3d and paragraph 5 below.

(5) Paragraph Numbering and Indentation. Number and indent paragraphs and subparagraphs as exemplified below (Figure D-2). Use .3-inch as the default for tab settings. A paragraph "1" must have a paragraph "2"; a subparagraph "a" must have a subparagraph "b." Include headings for all major paragraphs and subparagraphs. Return second and succeeding lines of subparagraphs to the left margin of the page.

(6) Document Length. The basic instruction, manual, notice, or guide will not exceed 6 pages in length. If more than 6 pages are required, additional information will be published in an enclosure or enclosures. (See subparagraph 3d.) If the total number of pages exceeds 300, the directive will be separated into two or more volumes. Volumes will be numbered in upper case Roman numeral style. If unique factors make separation into volumes problematic, contact RMAS Br for guidance

(7) Signature Block. The signature block of the appropriate individual will be entered electronically at the time the directive is approved. As part of this process, the proper Microsoft Word template **must** be utilized in drafting the directive.

(4) Basic Document Title. Center the title in capital letters on the second line below the distribution code and date.

c. References

(1) On the First Page. List five or fewer references on the first page. Type “Reference:” or “References:” as appropriate on the second line under the title, flush with the left margin. Letter references “a,” “b,” and so on, in the order used in the text. Indent the first line of each reference at the .3-inch (first subparagraph) tab stop, and return second and succeeding lines to the left margin of the page. Single-space between references. When there is only one reference, indent the first line, but omit the letter prefix.

(2) As the Last Enclosure. List six or more references in the last enclosure to the basic document. Letter references “a,” “b,” and so on, in the order used in the text. Type each reference flush with the left margin. Double-space between references.

(3) In the Basic Document Text. All references must be referred to in the text of the document, in the same order as in the reference listing. Refer to them by letter; i.e., “reference a,” “reference b.”

(4) Reference Structure

(a) Identify references to CJCS and JS directives by 4- or 6-digit series number and by title. **Do not** include the specific document alpha designator or date: e.g., “CJCSI 2300.03 Series, 'Realignment of Overseas Sites,” not “CJCSI 2300.03A, 19 Sep 01, 'Realignment of Overseas Sites.” **Do not** reference draft directives.

(b) Identify references to documents other than CJCS/JS directives by document number, date, and title: e.g., “DOD Directive 5000.1, 23 October 2000, 'The Defense Acquisition System;” “JP 1-01, 5 July 2000, 'Joint Doctrine Development System.” If not numbered or titled, identify the document by originator, date, and subject.

d. Enclosures, Appendixes, and Annexes. If the basic document is more than 6 pages, use an enclosure to publish additional information. Use an appendix to publish information additional to an enclosure. Use an annex to publish information additional to an appendix.

(1) Header. Same as basic (subparagraph 3a above).

(2) Title Page. Identify enclosures, appendixes, and annexes by uppercase letters, centered on the first line below the header, excepting that a

single enclosure, appendix, or annex will have no identification letter. Center the title of the enclosure, appendix, or annex on the second line below the identification letter. (See Figure D-3.)

ENCLOSURE G EXAMPLES
APPENDIX B TO ENCLOSURE G EXAMPLE OF A NOTICE
ANNEX A TO APPENDIX B TO ENCLOSURE G EXAMPLE OF A CANCELLATION NOTICE

Figure D-3. Enclosure, Appendix, and Annex Title Pages

(3) Footer. (See Figure D-4 below.)

Footer -Section 3-	G-1	Enclosure G
Footer -Section 4-	G-B-1	Appendix B Enclosure G
Footer -Section 5-	G-B-A-1	Annex A Appendix B Enclosure G

Figure D-4. Enclosure, Appendix, and Annex Footers

(a) For enclosures, type the enclosure identification in upper and lower case flush with the right margin. For appendixes, type the appendix identification immediately above the enclosure identification. For annexes, type the annex identification immediately above the appendix identification.

(b) For all enclosure, appendix, and annex pages, including the first page, center the page number, prefixed by the identification letter(s), on the first line: e.g., “G-1” for page 1 of Enclosure G, “G-B-1” for page 1 of Appendix B to Enclosure G, “G-B-A-1” for page 1 of Annex A to Appendix B to Enclosure G.

(4) In the Basic Document Text. All enclosures --but not annexes and appendixes-- must be referred to in the basic document text and listed below the signature block.

(a) In the Text. Refer to enclosures by letter: i.e., “Enclosure B.”

(b) Below the Signature Block

1. On the second line, type “Enclosure:” or “Enclosures:” as appropriate, flush with the left margin. Indent the first line of each enclosure at the .3-inch (first subparagraph) tab stop. Use title case throughout the listing. Separate the letter and title by a double dash: i.e., “B -- Quick Reference.” Return second and succeeding lines of individual listings to the left margin of the page. Single-space between listings.

2. Appendixes and annexes may, but are **not required** to, be included in this listing. If included, they will be entered in the order in which they occur in the document; numbered and titled as they are in the document, with a double dash between the letter and the title; and indented in the same manner as succeeding subparagraphs (Figure D-2 above).

e. Footnotes and Endnotes. Footnotes and endnotes that reference sources will not be used in CJCS/JS directives; rather, references will be listed either on the first or last page and will further be referred to in the text (subparagraph 3c above). If special circumstances require the use of explanatory notes, use footnotes, not endnotes, following the format detailed in reference f.¹ Separate footnotes from the text by a solid horizontal line 2 inches long flush with the left margin.²

f. Tables and Figures. Tables and figures may be used throughout the basic text and in enclosures, appendixes, and annexes, as appropriate. Font size --but not style-- may be adjusted to accommodate the internal requirements of the table or figure. Identify tables and figures using Arabic numerals prefixed by the enclosure, appendix, or annex identification letter(s)

¹ This is an example of an explanatory footnote. Use of footnotes in CJCS and JS directives is rare.

² To access the footnote capability of Microsoft Word, select “Footnote...” from the “Insert” menu on the formatting toolbar.

and followed by a period: e.g., “Table D-1.” “Figure D-3.” Center the identifier and the title of the table or figure, in title case, on the line immediately below the table or figure.

4. Content and Organization Standards

a. Basic Organization. See Appendix A to this enclosure for a diagram of the structure of a CJCS/JS directive containing all possible sections.

b. Basic Paragraphs: First Three. All CJCS, JS, and J-Directorate instructions, manuals, notices, and guides will begin with the following three paragraphs in the order discussed below.

(1) Purpose. State concisely why the instruction, manual, notice, or guide is being published. If the directive purports to exercise some degree of authority, direction, or control over the Services, the combatant commands, or other DOD components, the source of the CJCS authority must be referenced.

(2) Cancellation. If applicable, list the directive canceled by the subject directive, including date and title. If none, state: “None.” If the subject directive cancels more than one directive, list each in a separate paragraph.

(3) Applicability. State to whom the directive applies. If it is being distributed to others for information only, state so.

c. Basic Paragraphs: Last Two. All CJCS, JS, and J-Directorate instructions, manuals, notices, and guides will end with the following two paragraphs in the order discussed below.

(1) Releasability. With the following exceptions, all directives will be distributed electronically as determined by the OPR in accordance with reference g, and will include a paragraph defining the document’s releasability. Select a release category and enter the related releasability paragraph from **Table D-1** below for **unclassified directives**, and **Table D-2** for **classified directives**. If the categories provided do not accurately describe the directive’s releasability, contact RMAS Br for guidance. Exceptions are as follows:

(a) **Top Secret directives will not be released in electronic format.**

(b) Other directives determined by the OPR to be **not releasable** because of sensitivity of information will not be released in electronic format.

(c) Paper copy distribution of Top Secret and not releasable directives will be controlled by the OPR.

RELEASE CATEGORIES FOR UNCLASSIFIED CJCS, JS, AND J-# DIRECTIVES		
Release To	Via	Releasability Paragraph
Release Category: UNLIMITED Releasability Code: U		
General public	– NIPRNET – SIPRNET – JS LAN	This directive is approved for public release; distribution is unlimited. DOD components (to include the combatant commands), other federal agencies, and the public may obtain copies of this directive through the Internet from the CJCS Directives Electronic Library at http://www.dtic.mil/cjcs_directives . Copies are also available from the Government Printing Office on the Joint Electronic Library CD-ROM.
Release Category: LIMITED Releasability Code: L		
Military personnel and federal employees only	– NIPRNET controlled access (.mil/.gov users) – SIPRNET – JS LAN	NOT FOR PUBLIC RELEASE. This directive is approved for limited release. DOD components (to include the combatant commands) and other federal agencies may obtain copies of this directive through controlled Internet access from the CJCS Directives Electronic Library at http://www.dtic.mil/cjcs_directives or through the SIPRNET at http://www.js.smil.mil/masterfile/sjsimd/jel/Index.htm . Joint Staff activities may also access or obtain copies of this directive from the Joint Staff Local Area Network.
Release Category: RESTRICTED Releasability Code: R		
– JS Activities – Others by OPR only	– JS LAN only	This directive is not approved for electronic release on the NIPRNET or SIPRNET; electronic release is restricted to the JS LAN. Approval from the office of primary responsibility is required for further release of this directive in electronic format.
Release Category: NOT RELEASABLE Releasability Code: N		
– By OPR only	– None	This directive is not approved for electronic release. Distribution is the sole discretion of the office of primary responsibility.
NIPRNET: Non-Secure Internet Protocol Router Network SIPRNET: Secret Internet Protocol Router Network JS LAN: Joint Staff Local Area Network		

Table D-1. Releasability Categories and Codes for **Unclassified** Directives

RELEASE CATEGORIES FOR CLASSIFIED CJCS, JS, AND J-# DIRECTIVES		
Release To	Via	Releasability Paragraph
Release Category: CLASSIFIED UNLIMITED Releasability Code: C/U for Confidential, S/U for Secret		
SIPRNET users	– SIPRNET – JS LAN	This classified directive is approved for classified release. DOD components (to include the combatant commands) and other federal agencies may obtain copies of this classified directive through the SIPRNET from the CJCS Directives Electronic Library at http://www.js.smil.mil/masterfile/sjsimd/jel/Index.htm . Access by SIPRNET users and distribution with the SIPRNET community is unlimited. Joint Staff activities may also access this directive on the JS LAN.
Release Category: CLASSIFIED LIMITED Releasability Code: C/L for Confidential, S/L for Secret		
– JS Activities – Others on NTK basis only	– SIPRNET access on NTK basis only – JS LAN	This classified directive is approved for limited classified release. Access by SIPRNET users is restricted on a need-to-know basis as determined by the office of primary responsibility. DOD components (to include the combatant commands) and other federal agencies may not electronically post this directive or produce paper copies without prior approval of the Joint Staff. Joint Staff activities may access or obtain copies of this directive from the JS LAN.
Release Category: CLASSIFIED RESTRICTED Releasability Code: C/R for Confidential, S/R for Secret		
– JS Activities – Others by OPR only	– JS LAN only	This classified directive is not approved for electronic release on any external web site; electronic release is restricted to the JS LAN only. Approval from the office of primary responsibility is required for further release of this directive in electronic format.
Release Category: CLASSIFIED/NOT RELEASABLE Releasability Code: C/N, S/N, S/FRD/N, etc.		
– By OPR only	– None	This classified directive is not approved for electronic release. Distribution is the sole discretion of the office of primary responsibility.
NIPRNET: Non-Secure Internet Protocol Router Network SIPRNET: Secret Internet Protocol Router Network JS LAN: Joint Staff Local Area Network NTK: Need-to-Know		

Table D-2. Releasability Categories and Codes for **Classified** Directives

(2) Effective Date

(a) Instructions, Manuals, and Guides. State when the directive becomes effective: e.g., “This instruction is effective upon receipt.” --or-- “This instruction is effective on 1 January 2004.”

(b) Notices. Indicate both the effective and expiration dates of the notice; e.g., “This notice is effective upon receipt. It expires 30 September 2004.” --or-- “This notice is effective 1 January 2003. It expires 1 January 2004.”

d. Specific Paragraphs for an Instruction

(1) Policy. State briefly but precisely the activity governed by the instruction, the requirements the instruction sets forth, and the reason for them. If the directive purports to exercise some degree of authority, direction, or control over the Services, the combatant commands, or other DOD components, the source of the CJCS authority must be referenced.

(2) Definitions. Include a paragraph to define terms not listed in the primary reference. Use a glossary when the list of definitions exceeds half a page.

(a) Place the glossary after the last eEnclosure. Use the formatting standards for an Enclosure (subparagraph 3d above) except that the page number will be prefixed by the letters “GL.” Use a dash (-) between the term and its definition; write definitions in paragraph style and double space between them.

(b) At the discretion of the AO, the glossary may also contain a list of abbreviations and/or acronyms. In this case, the glossary will be broken into two parts: Part I -- Abbreviations (and/or Acronyms), and Part II -- Definitions. See reference f for further guidance on using a glossary.

(3) Responsibilities. Identify any agency, activity, directorate, or separate office responsible for initiating, reviewing, and completing functions or tasks required by the directive. Be as specific as possible, but agencies tasked must be under CJCS cognizance and the task should be levied on the agency head.

(4) Summary of Changes. If applicable, state concisely how this directive is changed from the one(s) it cancels; if not, state: “None.”

e. Specific Paragraphs for a Manual

(1) Procedures. Explain the mode or course of action that the manual prescribes. If extensive instructions are necessary, place them in an Enclosure or Enclosures. If the directive purports to exercise some degree of authority, direction, or control over the Services, the combatant commands, or other DOD components, the source of the CJCS authority must be referenced.

(2) Summary of Changes. If applicable, state concisely how this directive is changed from the one(s) it cancels; if not, state: "None."

f. Specific Paragraphs for a Notice

(1) Background. Summarize the circumstances leading to or necessitating the notice. If the directive purports to exercise some degree of authority, direction, or control over the Services, the combatant commands, or other DOD components, the source of the CJCS authority must be referenced.

(2) Action or Procedure. Explain the action that the notice directs be taken.

g. Cancellation and Change Notices. Wording and paragraphing of cancellation and change notices has been standardized in the related templates (see Enclosure E, paragraphs 4 and 5). Note that for a change notice, if the directive being changed includes a list of effective pages and/or table of contents (subparagraphs 5d and 5e below), these must also be changed as appropriate and included in the notice.

h. Specific Paragraphs for a Guide. No specific paragraphs are required. Content and organization will be determined by the OPR based on purpose and applicability.

5. Standards for Additional Pages

a. Cover Page

(1) Instructions and notices of 50 pages or more will have cover pages; covers for instructions and notices of less than 100 pages will be printed on regular bond paper; covers for instructions and notices of 100 or more pages will be printed on card stock. All manuals and guides will have cover pages printed on card stock.

(2) Cover page font will be Bookman Old Style bold. The page will contain the directive number and effective date in the upper right corner in 14 point font, the directive name centered above the JCS logo in 24 point font; and

the following address centered below the logo in 18 point font: "Joint Staff, Washington, D.C. 20318." The cover page will not be numbered.

b. Intentionally Blank Page. Insert an intentionally blank page whenever any part of a directive ends on an odd-numbered page. Intentionally blank pages will be identified as such in upper case, in parentheses, in the center of the page, and will contain the same header and footer, including pagination, as the part of the document to which they belong.

c. Distribution Page

(1) If the directive is classified or if special distribution is required (Distribution S -- see Enclosure F), list the recipients and the number of copies each is to receive on a separate page following the signature page. Title the page "DISTRIBUTION." Use the basic header. Begin page numbering in the footer on the first page, in lower case Roman numerals, beginning with "i."

(2) To keep the distribution of CJCS/JS directives as standard as possible, list only the agency head and total number of copies for the agency, with the following exceptions. For distribution to the Department of State, Central Intelligence Agency, and Office of the Secretary of Defense, include the office symbol and room number of the addressee. If special requirements dictate that copies of the directive go directly to subordinate offices within an agency, use JS Form 48 (Enclosure C, Appendix D) to indicate the exact breakdown. Instructions for completing the form are provided in reference e.

d. List of Effective Pages. All directives of 50 pages or more, and all change notices to directives of 50 pages or more, will include a list of all current pages including pages of enclosures, appendixes, annexes, any additional pages, and any changes. Title the page "LIST OF EFFECTIVE PAGES" and place it after the basic document or distribution page. Use the basic header. Continue page numbering from the distribution page. If there is none, begin page numbering in the footer on the first page, in lower case Roman numerals, beginning with "i."

e. Table of Contents

(1) Include a table of contents if the directive is large or complex enough that it would be helpful to users. Title the page "TABLE OF CONTENTS," place it after the list of effective pages, and continue page numbering from the list of effective pages.

(2) The table of contents should consist of the major sections of the directive, the major headings within each section, and the first page number of each. Begin with the initial enclosure; list all titles and section headings

exactly as they appear in the text, without paragraph numbering or underlining. If tables and figures are a primary feature of the directive, list them separately, as the last items in the table. Use upper case for enclosure titles and title case for all other listings. Double space before and after enclosure titles and before appendix listings; single space all other listings. Use the basic paragraph indentation to indicate subordinate listings (subparagraph 3a[5] above).

f. Changed Page. Document amendments requiring changed pages will have a solid vertical line drawn in the right or left margin of the page, as exemplified to the right of this paragraph, to designate the changed portions of the text. The original of the page to be amended **and** its reverse side must be provided for printing. Changed pages will further be designated in the page header by:

(1) Placing the “CH” (change) acronym and the change number in Arabic numerals to the right of the document number: e.g., “JSM 5701.01A CH 1.”

(2) Replacing the original document date with the date of the change.

6. Security Classification Markings

a. General. All information in classified CJCS/JS directives must be clearly marked to show whether the information is classified and at what level. Each section of a directive must be clearly marked to show its overall classification, declassification information, and any warning notices or other additional protective markings. Security classification marking requirements for directives, including the use of acronyms and parenthetical symbols, are detailed in reference c and outlined below.

b. Basic Classification Marking. Use Arial 24 point font bold for all classification and protective markings in headers and footers. For markings in the document text, use Bookman Old Style 12 point font.

(1) Cover Pages. Type security classification markings indicating the highest classification contained in the directive, and any additional protective markings contained therein, as the first entry in the header and the last entry in the footer of both front and back cover pages. Center the markings.

(2) Pages Within Sections

(a) Type security classification markings indicating the highest classification contained in the section, and any protective markings, as the first entry in the header and last entry in the footer of all pages in the section. Center the markings.

(b) For classified directives in which the basic document is unclassified, add the following paragraph at the bottom of the signature page of the basic document: “Document Security. This basic [instruction, manual, notice, or guide] is unclassified. The Enclosure[s] is [are] classified as marked.”

(3) Paragraphs Within Pages. Insert the parenthetical symbol for the highest classification contained in the paragraph at the beginning of the paragraph. Place the symbol two spaces after the paragraph designator and two spaces before the text. This instruction applies to subparagraphs as well, e.g., all paragraphs and subparagraphs will have individual classification markings.

(4) Titles and Subtitles. All titles and subtitles will have individual classification markings. For unclassified titles and subtitles, insert the parenthetical symbol following the title, two spaces after the text. For classified titles and subtitles, insert the parenthetical symbol at the beginning of the title, two spaces before the text. Avoid the use of classified titles.

(5) Tables and Figures. All tables and figures will have individual classification markings following the basic principles of:

(a) Marking overall with the highest level of classification.

(b) Marking portions, including titles and explanatory text, to eliminate doubt as to what the classification of that portion may be.

(c) Including the required classification and/or declassification statements if the tables or figures are single-page items.

c. Classification and Declassification Statements. Each classified section of a CJCS/JS directive must contain classification and declassification statements. Place the statements at the bottom of the first page, at a tab stop of 3.25, and include the following information.

(1) For originally classified sections:

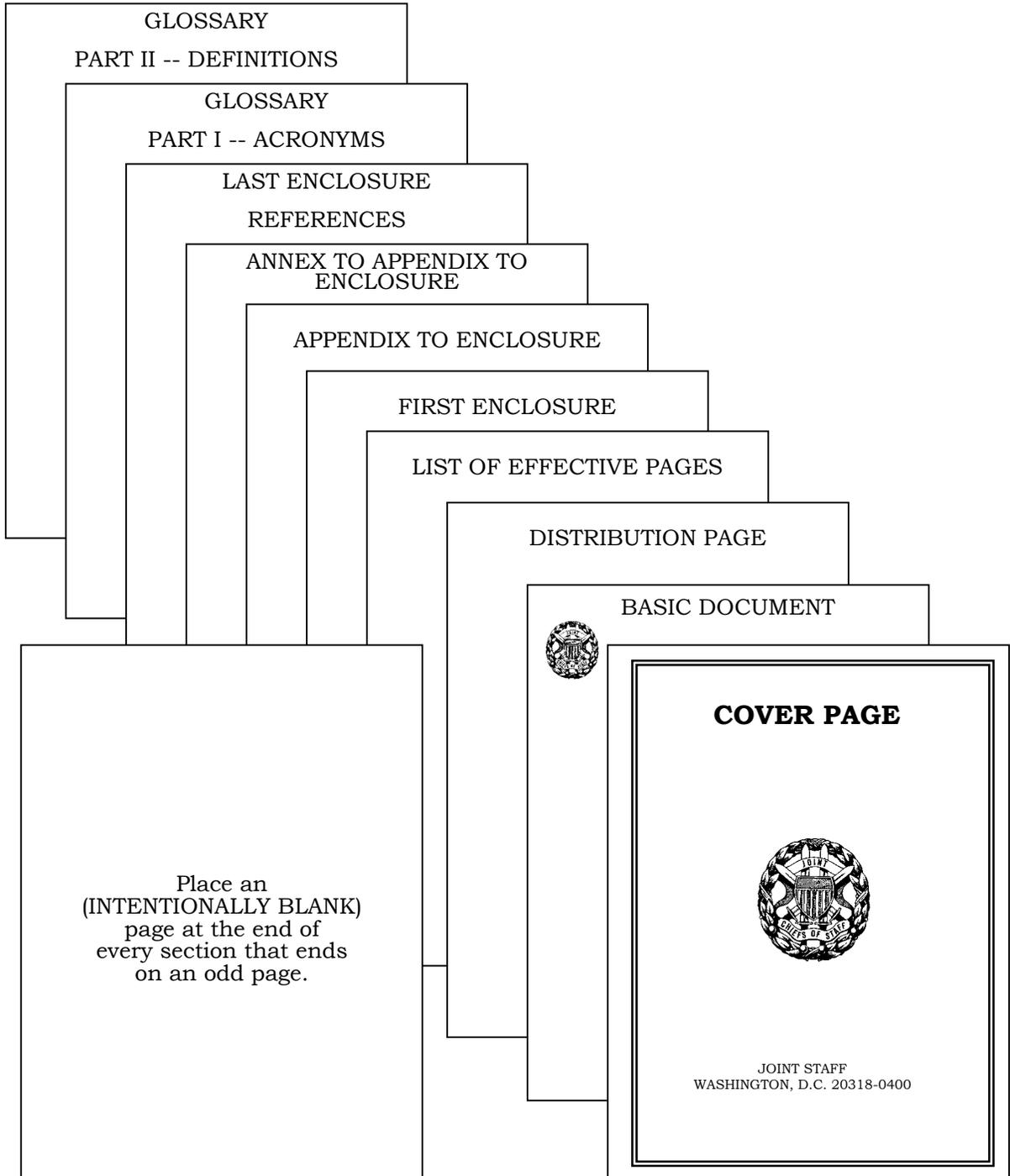
“Classified by:
Reason:
Declassify on:”

(2) For derivatively classified sections:

“Derived from:
Declassify on:”

APPENDIX A TO ENCLOSURE D

BASIC ORGANIZATION OF A CJCS/JS DIRECTIVE



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APPENDIX B TO ENCLOSURE D

CHECKLIST FOR REVIEW OF A CJCS/JS DIRECTIVE

This checklist is for action officer use in preparing CJCS and JS directives for final coordination. It highlights formatting errors that commonly delay approval and publication. (Annotations in parentheses reference page numbers in this directive.)

GENERAL

- () Document is in one Microsoft Word file, in template, and the signature block bookmarks are intact. (C-4)
- () Document is dated 10 working days beyond expected date of approval. Date is consistent throughout document (and on cover page, if used). (C-5)
- () Directive number is consistent throughout document (and on cover page, if used). (D-2)
- If a reissuance:
 - () Directive number contains the correct identification letter throughout document. (B-1)
 - () Cancellation paragraph contains the correct number, letter, and date of the directive being superceded. (D-7)
- () References to other CJCS/JS directives do not contain the identification letter and date, but refer instead to the 6-digit number series. (D-4)
- Basic document:
 - () Includes correct releasability paragraph. (D-7 thru D-9)
 - () Does not exceed 6 pages in length. (D-2)
- () Enclosure/appendix/annex footers contain the enclosure/appendix/annex identifier(s), and the page numbers are prefixed with the identification letter(s). (D-5)
- () An intentionally blank page has been inserted whenever any part of the document ends on an odd numbered page. (D-12)

SPECIAL

- () If directive purports to exercise some degree of authority, direction, or control over the Services, combatant commands, or other DOD components, the source of the CJCS authority is referenced in the purpose and policy paragraphs. (D-7, D-10-11)
- If special distribution is required (Distribution S):
 - () A distribution page is placed after the signature page. (D-12)
 - () Distribution of unclassified directives and classified unlimited directives is 2 copies. (F-1)
 - () For OSD, DOS, and CIA, the office symbol of the specific recipient is included. (D-12)
- If the document is 50 pages or more, it contains:
 - () A cover page. Note: All manuals require a cover page. (D-11)
 - () A list of effective pages following the distribution page. (D-12)
 - () A table of contents following the list of effective pages. (D-12)
 - () The list of effective pages and table of contents has been checked against the pagination of the printed document.
- If the directive is classified, each section is marked to show:
 - () In header and footer -- overall classification including protective markings. (D-13)
 - () On the first page -- classification and declassification statements. (D-14)
- () If the directive is classified, but the basic document is unclassified, a "document security" paragraph is included as the last paragraph of the basic document. (D-13)

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ENCLOSURE E

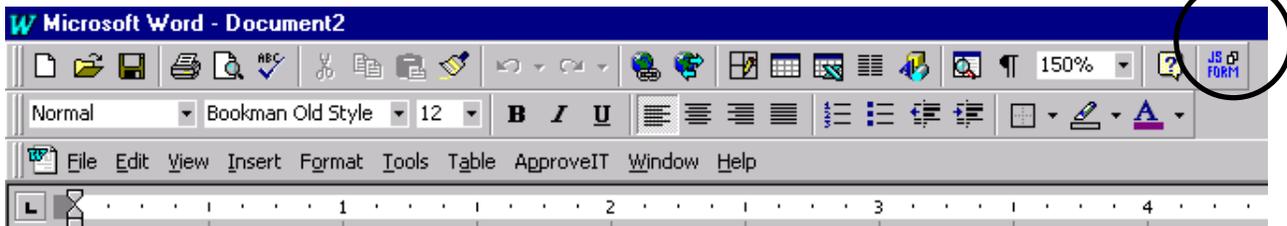
USING THE INSTRUCTIONS, MANUALS, AND NOTICES (INSMANNOT) TEMPLATES

1. InsManNot Template Basics

a. Templates for CJCS, JS, and J-Directorate instructions, manuals, notices, guides, and their covers have been combined into two master templates -- a document template and a cover template. Both are available in Microsoft Word from the "JS FORM" icon on the standard toolbar. Individuals/activities involved in drafting directives that do not have access to the JS LAN can secure a copy of the templates from RMAS Br through their supported J-Directorate.

b. The directives templates automate most of the formatting described in Enclosure D. In the document template, much of the field data is not required and can be entered later, as the document is drafted. Enclosures, appendixes, and other sections, as well as classification markings, can also be entered as the document is developed. In the cover template, only three entries are required, plus classification markings if applicable.

c. To access the templates, click on the "JS FORM" icon on the Microsoft Word standard toolbar. This will bring up the "Joint Staff Forms" template



menu. (Figures E-1 and E-2.)

Figure E-1. Microsoft Word Standard Toolbar: JS FORM Icon

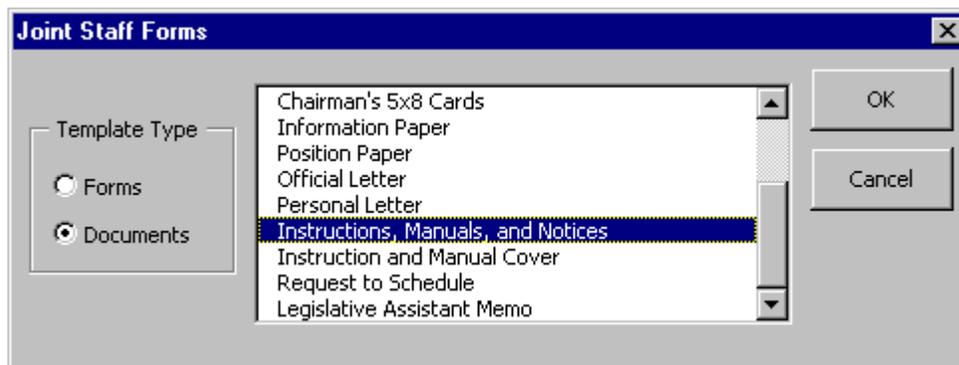


Figure E-2. JS Forms Template Menu: Template Selection

2. Using the Master Document Template

a. Template Selection. (Figures E-2 and E-3.)

(1) Select “Documents” on the template menu.

(2) Double click on “Instructions, Manuals, and Notices,” or highlight “Instructions, Manuals, and Notices”; then click “OK.” This will bring up Dialog Box 1 and add two icons to the Microsoft Word formatting toolbar, a yellow “E,” which can be used to add sections to the document, and a yellow “C,” which can be used to add classification markings (see subparagraphs h and i below).

(3) In Dialog Box 1 -- Instructions, Manuals, and Notices”--select applicable originator “Type” and “Document Type”; then click “OK.”

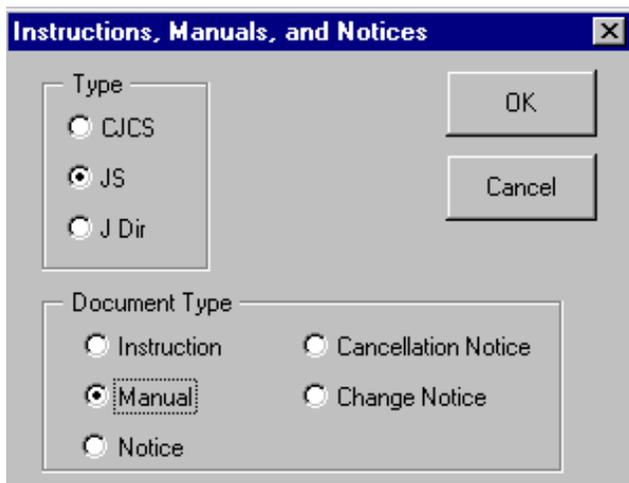


Figure E-3. Dialog Box 1:
Instructions, Manuals, and Notices

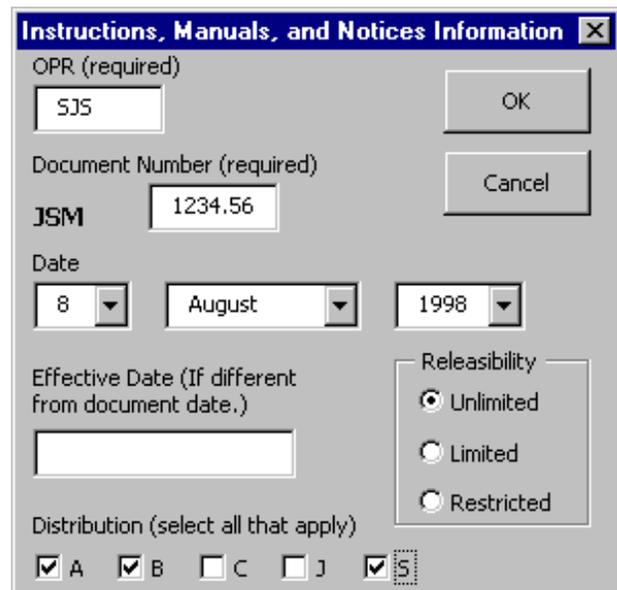


Figure E-4. Dialog Box 2:
Instructions, Manuals, and Notices Information

b. Creating the Document Shell. Use Dialog Box 2--"Instructions, Manuals, and Notices Information"--to create the basic document structure (Figure E-4).

(1) Enter originating office in “OPR” field.

(2) Enter “Document Number” assigned by RMAS Br/IMD (see Enclosure B, paragraph 1).

(3) Enter document “Date.” (Date final copy 10 working days in advance of expected approval date.)

(4) Enter “Effective Date” if different from document date.

(5) Select all “Distribution” codes that apply (see Enclosure F). If special distribution is required, selecting “S” will automatically add a distribution page to the document.

(6) Select “Releasability” category from the options (see Enclosure D, subparagraph 4c[1]). The selection will automatically add the required paragraph to the document, with the exceptions discussed in the appendix to this enclosure.

(7) Click “OK” to complete this dialog and enter Dialog Box 3.

c. Entering Required Paragraphs. Use Dialog Box 3 -- “[Document] Information” -- to enter required paragraphs into the basic document and begin drafting the basic document, if desired. The title of this dialog box will reflect the type of document selected (instruction, manual, notice, cancellation notice, change notice, or guide). The data entry fields will also vary depending on the type of document selected (Figure E-5).

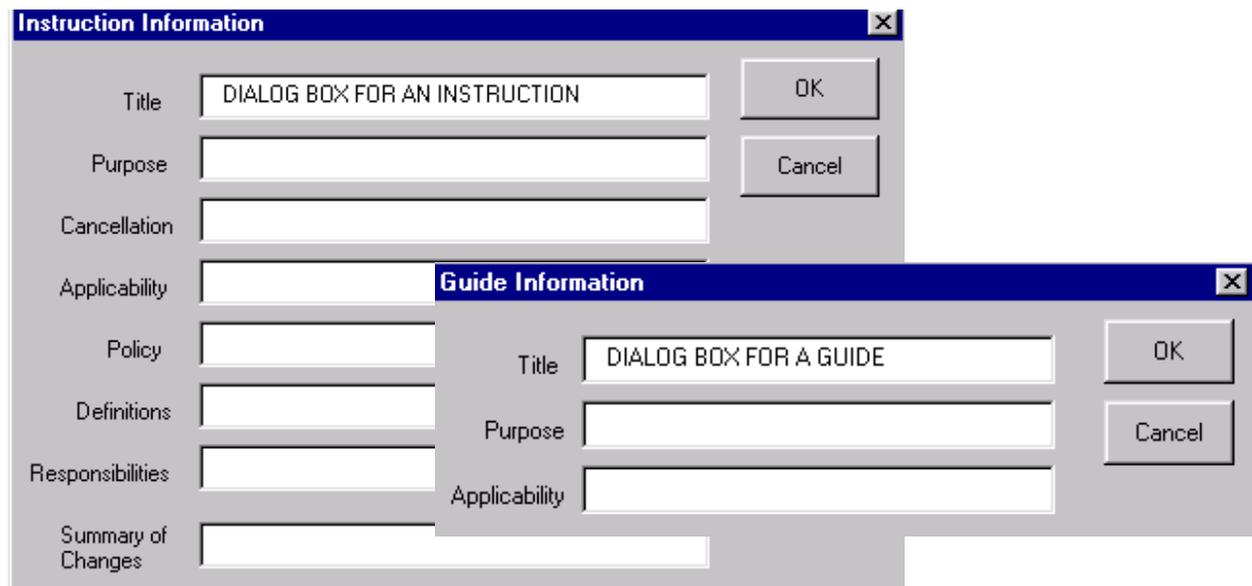


Figure E-5. Dialog Box 3: Information Dialog Boxes for an Instruction and Guide

(1) None of the fields requires an entry to continue creating the document; however, entry of the document title is highly recommended. Whether or not entries are made, the specific paragraph numbers and titles required for the type of document selected will automatically be inserted and may be developed and/or edited at a later time.

(2) Click “OK.”

d. Entering Reference and Enclosure Information. Use Dialog Box 4 --“Reference Information”-- to enter initial reference and enclosure information (Figure E-6).

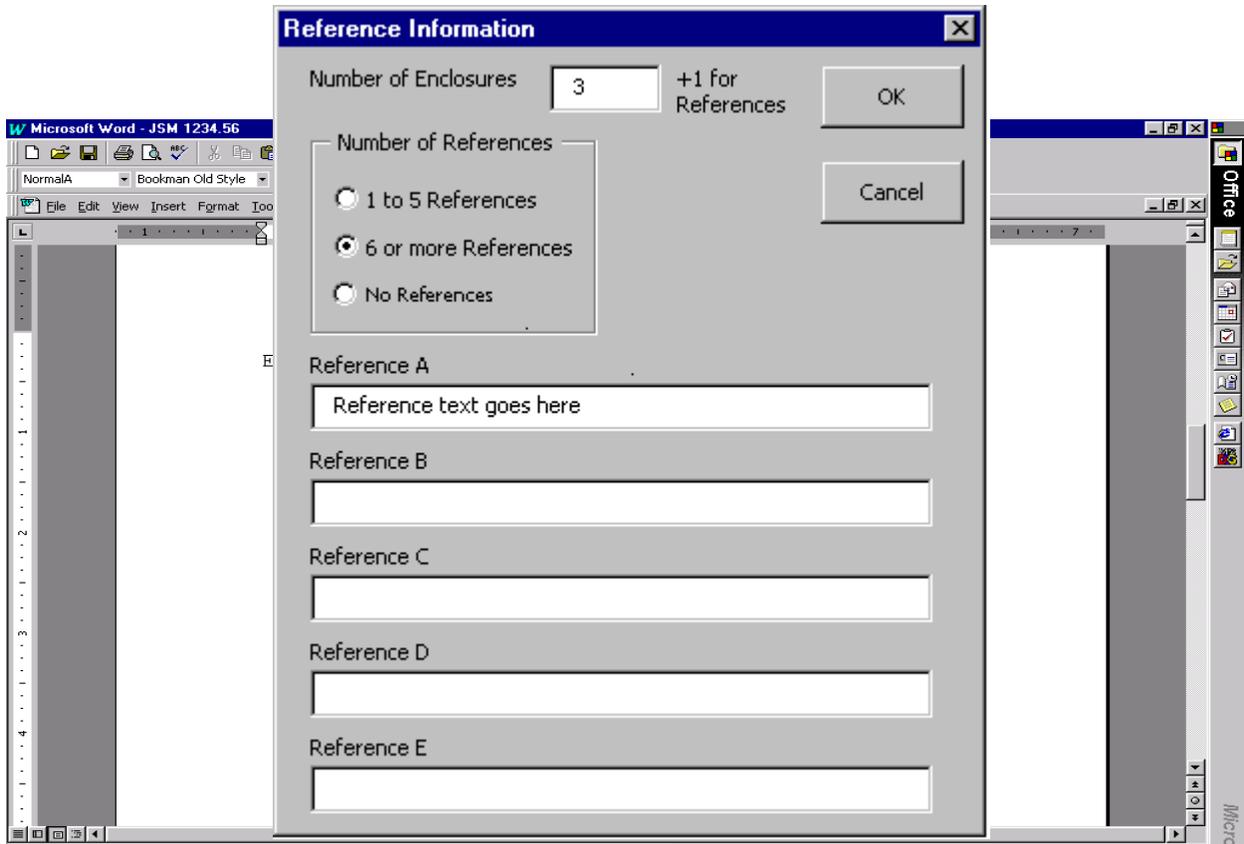


Figure E-6. Dialog Box 4: Reference Information

(1) Enter the “Number of Enclosures” to be added to the basic document. This entry automatically lists the enclosure letters on the last page of the basic document and generates enclosure title pages, with header and footer.

(2) Enter the “Number of References” to be cited. If “6 or more References” is selected, the number of enclosures will automatically be increased to add a references enclosure. The references enclosure will always be the last enclosure.

(3) Enter the complete citation for each reference, if desired, or this information may be added later.

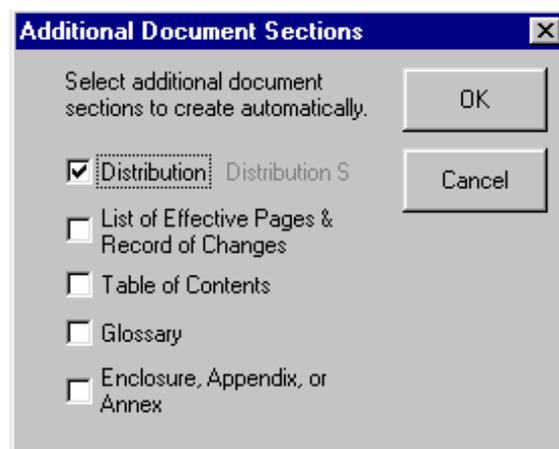
(4) Click “OK” to generate Dialog Box 5.

e. Adding Other Sections to the Document Shell. Use Dialog Box 5

--“Additional Document Sections”-- to add special pages and other sections to the document (Figure E-7). Dialog Box 5 will appear on the last page of the basic document, near the enclosure listing. None of the fields in this box are required, and the dialog can be resumed later by clicking the yellow “E” icon on the Microsoft Word formatting toolbar.

Figure E-7. Dialog Box 5: Additional Document Sections

(1) If Distribution S was selected in Dialog Box 2, the “Distribution” field will have been automatically selected in Dialog Box 5. If it was not selected and a distribution page is needed, select this field.



(2) Select “List of Effective Pages” if the directive will number 50 pages or more.

(3) Select “Table of Contents” if the directive is large or complex enough that a list of major headings and subheadings would be helpful to users.

(4) Select “Glossary” when a large list of definitions and/or abbreviations and acronyms is required (longer than half a page).

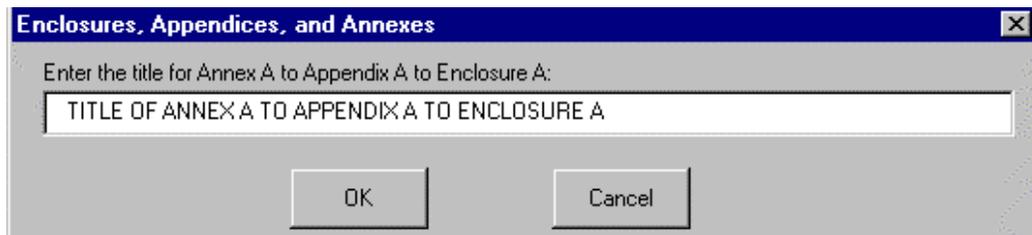
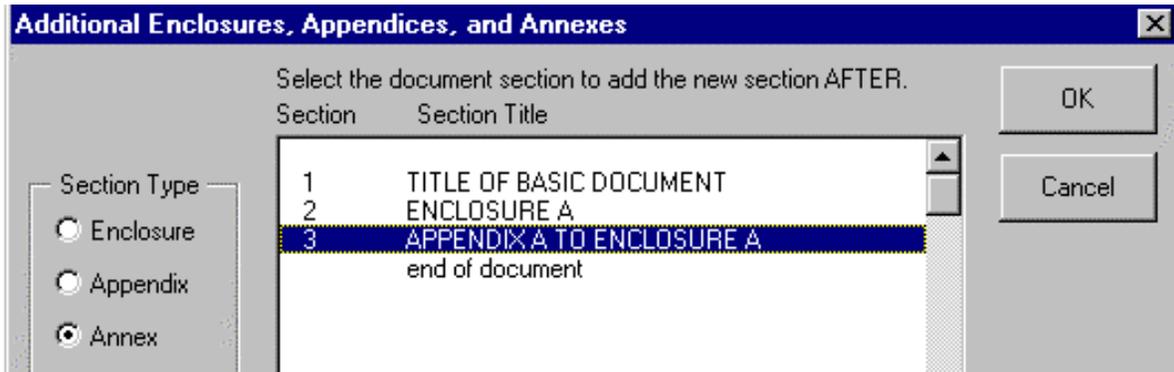
(5) Select “Enclosure, Appendix, or Annex” to add more enclosures and/or appendixes and annexes.

(6) Upon clicking “OK,” the template will generate all sections selected and bring up Dialog Box 6.

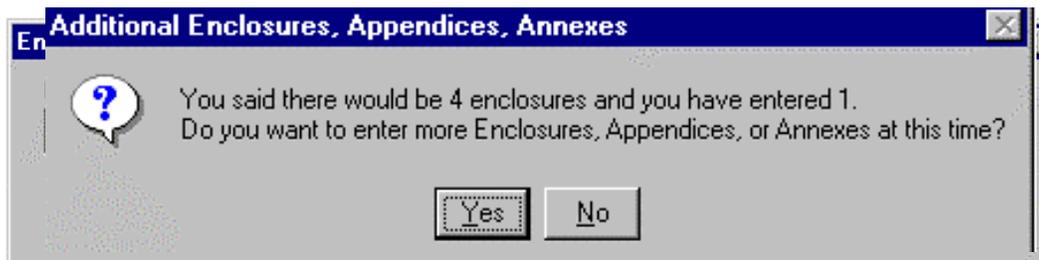
(7) To proceed directly to Dialog Box 6 without making selections from Dialog Box 5, click “Cancel.”

f. Completing the Document Shell. Respond to the prompts in Dialog Boxes 6, 7, and 8 to complete the document shell (Figures E-8, E-9, and E-10). These dialog boxes follow one another and repeat themselves until all enclosures,

appendixes, and annexes are positioned and titled. The dialogs can be terminated at any time by clicking on “Cancel” or “No,” as appropriate, and can be resumed later by clicking the yellow “E” on the Microsoft Word formatting toolbar. Terminating any of these dialogs will end all dialog with the template and allow direct access to the document for drafting and editing.



(1) Dialog Box 6 automates titling enclosures, appendixes, and annexes.
Figure E-8. Dialog Box 6: Titling Enclosures, Appendixes, and Annexes



(2) Dialog Box 7 reflects the total number of enclosures selected and allows additional selections.

Figure E-9. Dialog Box 7: Additional Enclosures, Appendixes, and Annexes

(3) Dialog Box 8 allows selection of a section type (enclosure, appendix, or annex) and its position in the document. To position the section, highlight the section **after** which the new section is to be placed (i.e., to position Annex A to Appendix A to Enclosure A, highlight Appendix A to Enclosure A). Click “OK.” Dialog Box 6 will reappear requesting that the new section be titled.

Figure E-10. Dialog Box 8: Placing Enclosures, Appendixes, and Annexes

g. Working Within the Document Shell. Once all template dialog boxes have been exited, the document is available for direct access as a Microsoft Word document. Additional sections can be added manually using the following toolbars (Figure E-11).

- (1) “Header and Footer” toolbar in the “View” menu.
- (2) “Standard” and “Formatting” toolbars in the “View Toolbars” pull-down menu.

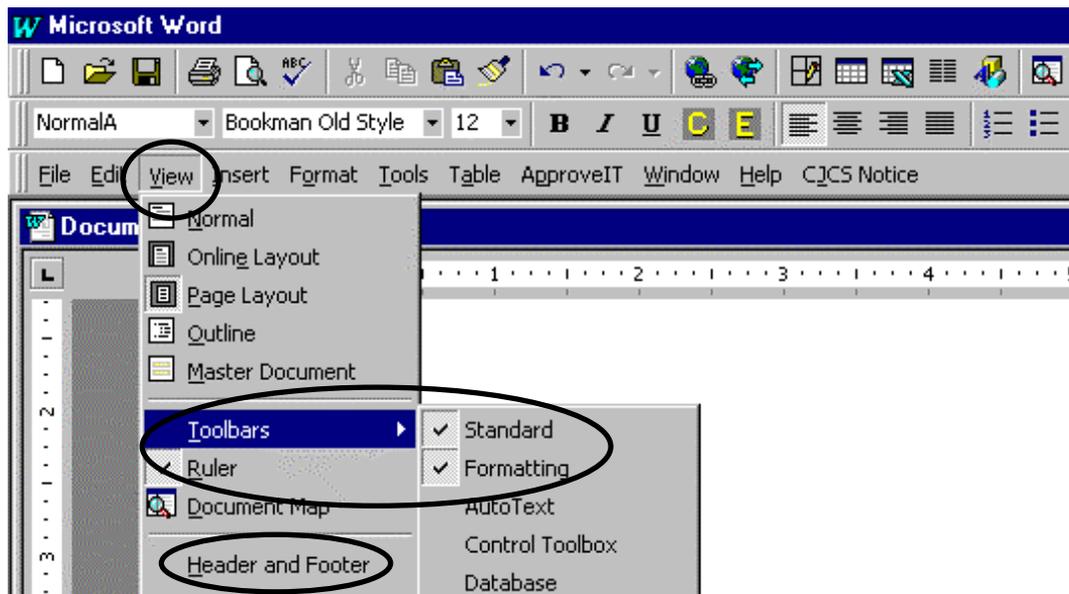


Figure E-11. Microsoft Word Toolbars for Working Within the Document Shell

h. Reactivating the Template. To add document sections automatically after all template dialog boxes have been exited, use the yellow “E” --“Add Sections”-- icon on the Microsoft Word formatting toolbar (Figure E-12). Clicking once on the icon will reopen the dialog by bringing up Dialog Box 5 --“Additional Document Sections”-- and subsequent boxes.

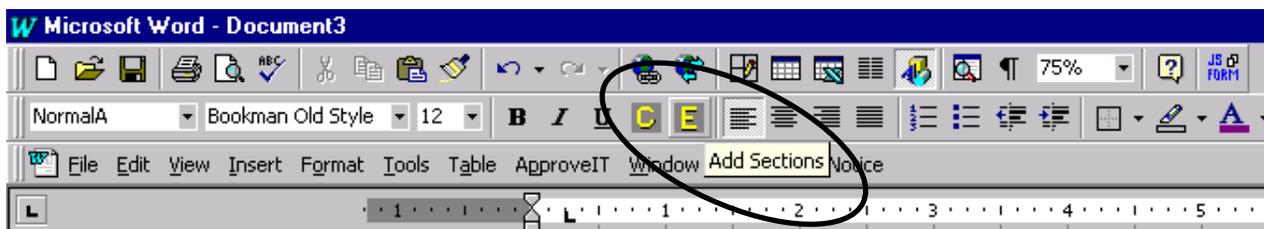


Figure E-12. Microsoft Word Formatting Toolbar: Add Section Icon

i. Adding Classification Markings. To add classification markings to document sections, click on the yellow “C” --“Classification”-- icon, to the left of the “E” icon on the Microsoft Word formatting toolbox (Figure E-12 above). Dialog Box 9 --“Section Classification”-- will appear with a list of the document's sections (Figure E-13).

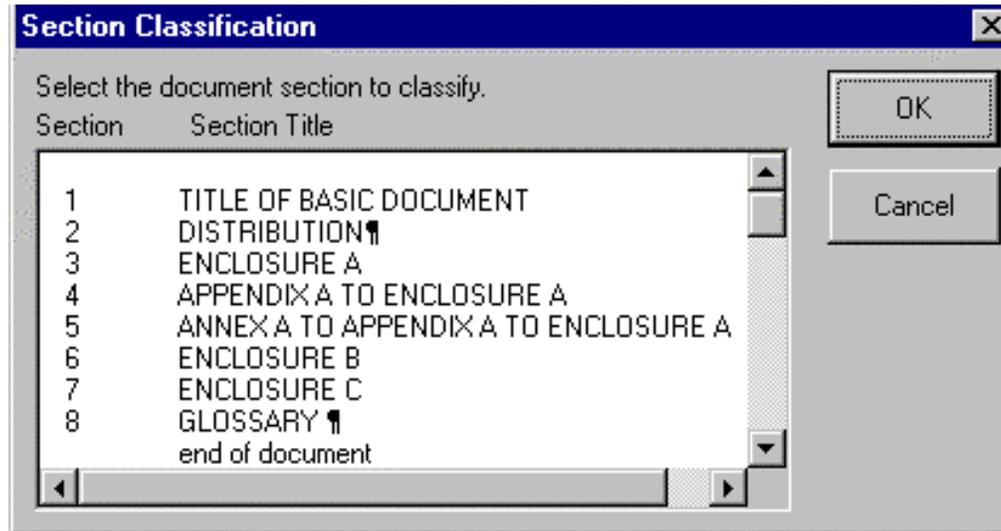


Figure E-13. Dialog Box 9: Section Classification

- (1) In Dialog Box 9, highlight the document section to be classified.
- (2) Click “OK” to bring up Dialog Box 10 --“Modify Paper Classification” (Figure E-14).
- (3) In Dialog Box 10, highlight the appropriate overall security classification from the “Classification” pull-down menu; then select any additional protective markings from those listed below it.

(4) Click “OK.” The classification markings will automatically be generated in the section selected.

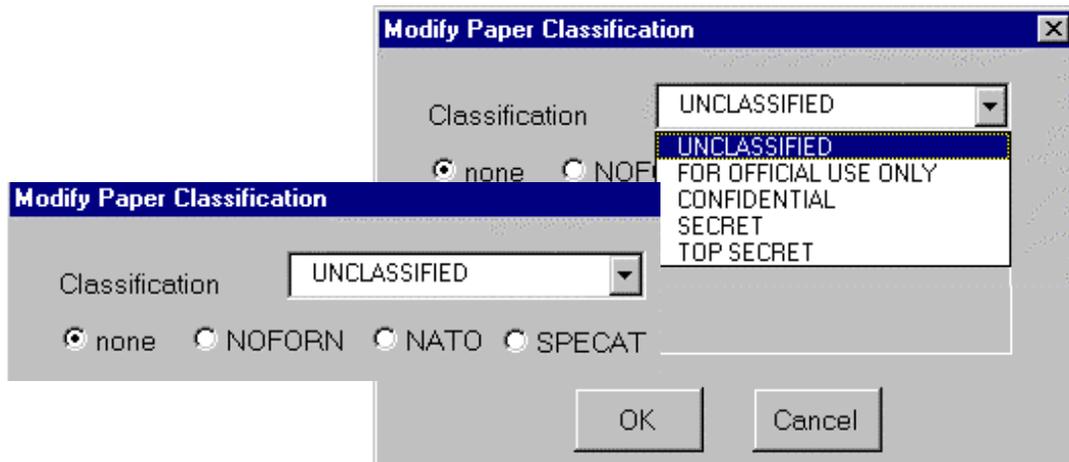


Figure E-14. Dialog Box 10: Modify Paper Classification

(5) To continue automated classification, click the “C” icon to reopen Dialog Box 9.

3. Using the Cover Page Template

a. Template Selection. To open the cover template:

(1) Click on the JS Form Icon.

(2) Select “Documents” on the template menu.

(3) Double click on “Instruction and Manual Cover.” Or highlight “Instruction and Manual Cover;” then click “OK.” This will bring up the dialog box and add the yellow “C” icon to the Microsoft Word toolbar, as well as the black “B” --“Blank Page”-- icon (Figure E-15).



Figure E-15. Microsoft Word Formatting Toolbar:
Cover Classification and Blank Page Icons

b. Creating the Cover Page

(1) The cover template has two automatically generated dialog boxes (Figures E-16 and E-17). Enter the “Document Number,” “Date,” and “Title” in the first dialog box. Upon clicking “OK,” the second dialog box will appear as a reminder to set the classification. Click “OK” to exit. If any information in the directive is classified, click the “C” icon to bring up Dialog Box 10 --“Modify Paper Classification” (Figure E-18).



Figure E-16. Cover Page Dialog Box: Instruction, Manual, or Notice Cover



Figure E-17. Cover Page Dialog Box: Set Classification Reminder

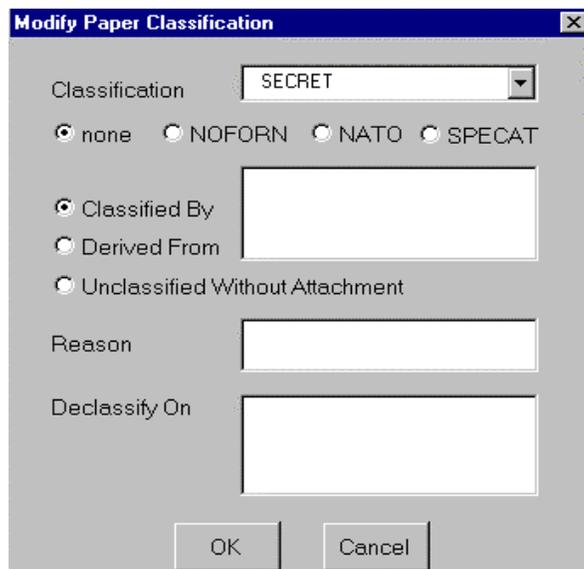


Figure E-18. Dialog Box 10: Modify Paper Classification

(2) In Dialog Box 10, make entries appropriate to the characteristics of the directive, as follows.

(a) From the “Classification” pull-down menu, select the highest classification contained in the directive. From the options provided, select any additional protective markings contained in the directive.

(b) Select “Classified By” or “Derived From” as applicable; then complete the required entries in the classification and declassification statements fields.

(c) For classified directives in which the basic document is unclassified, select “Unclassified Without Attachment.” This selection will automatically place this statement on the cover.

(d) Click “OK” to exit the template.

c. Creating the Intentionally Blank Page. Click on the black “B” --“Blank Page”-- icon on the Microsoft Word toolbar to automatically generate the required blank reverse page of the cover page.

4. Using the Cancellation Notice Template. This template automatically provides all wording required for a cancellation notice. The user has only to enter document information by following the prompts.

a. To open the cancellation notice template, select the applicable originator “Type” and the “Cancellation Notice” “Document Type” from Dialog Box 1 of the document template (subparagraph 2a, Figure E-3 above). Upon clicking “OK,” Dialog Box 2 will appear.

b. Complete the required information in Dialog Box 2 (subparagraph 2b, Figure E-4 above). (Note that the document number of a cancellation notice is the same as the number of the document it cancels.) Upon clicking “OK,” the “Cancellation Notice Information” Dialog Box will appear (Figure E-19).

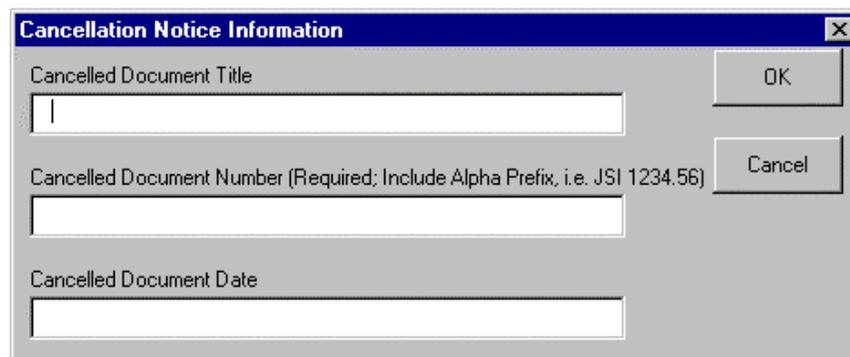
The image shows a Windows-style dialog box titled "Cancellation Notice Information". It has a blue title bar with a close button (X) on the right. The dialog box contains three text input fields stacked vertically. The first field is labeled "Cancelled Document Title" and has a cursor at the beginning. The second field is labeled "Cancelled Document Number (Required; Include Alpha Prefix, i.e. JSI 1234.56)". The third field is labeled "Cancelled Document Date". To the right of the first field is an "OK" button, and to the right of the second field is a "Cancel" button.

Figure E-19. Cancellation Notice Information Dialog Box

c. Enter the “Canceled Document Title,” “Canceled Document Number,” and “Canceled Document Date.” Upon clicking “OK,” Dialog Box 5 (subparagraph 2e, Figure E-7 above) will appear. From this box, a distribution page may be added to the document, if applicable. Click “OK” to exit the template.

d. If any information in the notice is classified, classification markings can be added by clicking the “C” icon to bring up Dialog Boxes 9 and 10 (subparagraph 2i, Figures E-13 and E-14 above).

5. Using the Change Notice Template. This template provides the wording required for the basic change notice and then allows the user to complete the document in the same manner as any other document.

a. To open the change notice template, select the applicable originator “Type” and the “Change Notice” “Document Type” from Dialog Box 1 of the document template (subparagraph 2a, Figure E-3 above). Upon clicking “OK,” Dialog Box 2 will appear.

b. Complete the required information in Dialog Box 2 (subparagraph 2b, Figure E-4 above). (Note that the document number of a change notice is the same as the number of the document it changes.) Upon clicking “OK,” the “Change Notice Information” Dialog Box will appear (Figure E-20).

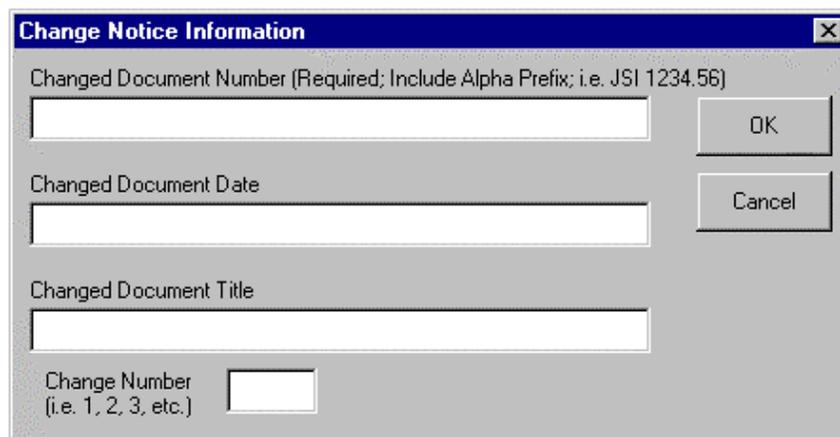
The image shows a screenshot of a Windows-style dialog box titled "Change Notice Information". The dialog box has a blue title bar with a close button (X) on the right. Below the title bar, there are four input fields. The first field is labeled "Changed Document Number (Required; Include Alpha Prefix; i.e. JSI 1234.56)". The second field is labeled "Changed Document Date". The third field is labeled "Changed Document Title". The fourth field is labeled "Change Number (i.e. 1, 2, 3, etc.)". To the right of the first two fields are "OK" and "Cancel" buttons respectively. The dialog box has a standard Windows appearance with a gray background and a white border.

Figure E-20. Change Notice Information Dialog Box

c. Enter the “Changed Document Number,” “Changed Document Date,” “Changed Document Title,” and “Change Number.” Upon clicking “OK,” Dialog Box 4 will appear, allowing the user to complete the change notice following the same steps as in completing any other document template. This includes entering reference and enclosure information and adding other sections and classification markings, as applicable. (See subparagraphs 2d through 2i and Figures E-6 through E-14 above).

d. Upon exiting the change notice dialog box, enter in paragraph 1 of the notice the pages to be removed and the changed pages to be added; summarize the changes in paragraph 2 (Figure E-21).

1. Holders of [Document Alpha Prefix and Number], “[Document Title],” are requested to make the following changes:	
<u>Remove Page(s)</u>	<u>Add Page(s)</u>
[Page Number]	[Page Number]
[Page Number]	[Page Number]
[Note: The reverse side of all changed pages must be included.]	
2. Summary of the changes is as follows: [Insert summary of the changes.]	

Figure E-21. Change Notice Required Paragraphs

e. Provide the changed pages themselves in an enclosure or enclosures with the same identifier(s) as the section of the original directive to which they are to be added. For example, if pages B-1 through B-4 and F-A-3 through F-A-8 are being changed, the changed pages will bear these same numbers, and the enclosure listing below the signature block on the basic notice will read:

“Enclosures:

B -- [Enclosure Title]

F -- [Enclosure Title]

A -- [Appendix Title]”

6. Caveats. See appendix to this enclosure for a list of limitations of the InsManNot Templates.

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APPENDIX TO ENCLOSURE E

WHAT THE TEMPLATES CAN NOT DO

Until revisions and corrections to the InsManNot templates are complete, users should note limitations and make adjustments as in Table A-E-1 below.

TEMPLATE ERRORS, OMISSIONS, AND WORK-AROUNDS	
Problem	Resolution
Cover Template: Classification Information	
-Font of markings in front page header/footer is incorrect	-Change font of classification markings in front page header/footer to Arial 24 point bold
-Back page has no markings	-Manually enter classification markings in back page header/footer
Document Template: Formatting	
-Side margins are incorrect (1.25 inch)	-Users may --but are not required to-- reset side margins to 1 inch
-Default tab stop is incorrect (.5)	-Reset default tab stop to .3
Document Template: Classification Information	
-Releasability paragraphs are not automated	-Delete unclassified releasability paragraph; manually enter applicable classified releasability paragraph (Table D-2)
-Document security information is not automated	-For classified directives when the basic document is unclassified, manually enter required paragraph on signature page (Enclosure D, subparagraph 5b[2][b])
-Automated classification marking feature is inconsistent	-Double-check all headers/footers to assure classification markings are correct
-Automated classification information feature works only for basic document	-Manually enter classification/declassification information on first page of all classified sections (Enclosure D, subparagraph 6c)
Document Template: Automated Paragraphs	
- For Manuals: Paragraph 5, "Additional Copies of Manuals," is obsolete	-Delete automated paragraph 5 and renumber subsequent paragraphs
- For Cancellation Notices: Releasability paragraph is broken	-Number the first paragraph "1. Cancellation," then manually enter as paragraph 2 the applicable releasability paragraph (Table D-1 if unclassified; Table D-2 if classified)
- For Change Notices : Paragraph 1a, "Pen-And-Ink Changes," is obsolete	-Delete paragraphs 1a and 1b, then enter the applicable page numbers in the tables entitled "Remove Page(s)" and "Add Page(s)"
Document Template: Automated Pages	
- For Table of Contents: -- First tab stop is incorrect (1 inch) -- First two entries, "Cover Page and "Table of Contents," are incorrect -- Spacing is incorrect	-- Reset first tab stop to .3 -- Delete first two entries, "Cover Page" and "Table of Contents" -- Double-space between enclosure listings
- For Record of Changes: Page is obsolete	-Delete "Record of Changes" page and "Intentionally Blank Page" on reverse

Table E-A-1. Template Errors, Omissions, and Work-Arounds

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ENCLOSURE F

DISTRIBUTION CODES

Distribution codes for unclassified and classified unlimited directives are shown below. As most unclassified directives are available on the Internet, and all classified unlimited directives are available on SIPRNET, the number of paper copies distributed will be kept to a minimum. If subject matter or special requirements dictate distribution of that more than the numbers shown below, use Distribution Code S. Distribution of classified limited and restricted directives will be at the discretion of the OPR.

1. <u>Distribution Code A -- Services</u>	<u>Copies</u>
Chief of Staff, US Army.....	2
Commandant of the Marine Corps	2
Chief of Naval Operations	2
Chief of Staff, US Air Force	2
2. <u>Distribution Code B -- Defense Agencies</u>	
Defense Representative, National Security Agency/ Central Security Service.....	2
Director, Ballistic Missile Defense Organization	2
Director, Defense Advanced Research Projects Agency	2
Director, Defense Information Systems Agency	2
Director, Defense Intelligence Agency	2
Director, Defense Logistics Agency.....	2
Director, Defense Threat Reduction Agency	2
Director, Joint Interoperability Test Command	2
Director, National Imagery and Mapping Agency.....	2
3. <u>Distribution Code C -- Combatant Commands</u>	
Commander, North American Aerospace Defense Command.....	2
Commander, US Central Command.....	2
Commander, US European Command	2
Commander, US Joint Forces Command	2
Commander, US Northern Command	2
Commander, US Pacific Command	2
Commander, US Southern Command.....	2
Commander, US Special Operations Command	2
Commander, US Strategic Command.....	2
Commander, US Transportation Command	2

4. Distribution Code J -- Joint Staff Directorates and Offices

Joint Staff J-1, Director for Manpower and Personnel	1
Joint Staff J-2, Director for Intelligence	1
Joint Staff J-3, Director for Operations	1
Joint Staff J-4, Director for Logistics	1
Joint Staff J-5, Director for Strategic Plans and Policy	1
Joint Staff J-6, Director for Command, Control, Communications, and Computer Systems.....	1
Joint Staff J-7, Director for Operational Plans and Joint Force Development.....	1
Joint Staff J-8, Director for Force Structure, Resources, and Assessment.....	1
Joint History Office.....	1
Joint Staff Comptroller	1
Joint Staff Office of the Chief Information Officer	1
Joint Staff Security Office	1
Joint Staff Support Services Office.....	1
Office of the Secretary, Joint Staff, Actions Division.....	1
Office of the Secretary, Joint Staff, Information Management Division.....	3

5. Distribution Code S -- Special Distribution. Use this distribution code when recipients or numbers of copies do not fall into the standard distribution lists above. The distribution list should identify recipients and numbers of copies. For distribution to the Department of State, Central Intelligence Agency, and Office of the Secretary of Defense, include the office symbol and room number of the addressee. Complete a Distribution Sheet (JS Form 48) for all directives having Distribution Code S. Instructions for completing JS Form 48 are provided in reference e.

ENCLOSURE G

EXAMPLES

This manual was structured in part to serve as an example of the requirements it sets forth for format, content, and organization of CJCS and JS directives. Examples of requirements not exemplified by this manual are provided in the appendixes to this enclosure. Figure G-1 on the following page provides a consolidated index of examples. Examples provided **in this enclosure** are bolded to distinguish them from examples provided by this directive as a whole. Note that:

- a. Examples generated from actual directives are examples only --not true extracts.
- b. No example of a handbook is included. Distribution of the only current CJCS/JS handbook --CJCS Handbook 5260-- is restricted. Authorized .mil and .gov users may access this directive on the CJCS Directives Home Page-- http://www.dtic.mil/cjcs_directives.

**Annex: G-B-A-1 to G-B-A-4,
G-B-B-1 thru G-B-B-6**

Appendix: B-A-1 thru B-A-10,
C-A-1 to C-A-2, C-B-1 to C-B-4,
C-C-1 to C-C-2, C-D-1 to C-D-2,
C-E-1 to C-E-2, C-F-1 to C-F-2,
D-A-1 to D-A-2, D-B-1 to D-B-2,
G-A-1 thru G-A-12, G-B-1 to
G-B-2, G-C-1 thru G-C-4, G-D-1
thru G-D-6, G-E-1 to G-E-2

Basic notice: G-B-1 to G-B-2

**Cancellation notice: G-B-A-1 to
G-B-A-2**

**Change notice: G-B-B-1 thru
G-B-B-6**

Cover page:

for instruction/manual/
notice/guide in basic format:
see cover to this directive
**for guide/pamphlet in free
format: G-D-1, G-E-1**

Distribution page: i, **G-A-5**

Enclosure: A-1 to A-2, B-1 thru B-2,
C-1 thru C-6, D-1 thru D-14, E-1
thru E-14, F-1 TO F-2, G-1 to G-2

Figure: C-B-1 thru C-B-3; D-1 thru
D-4, E-1 thru E-21, G-1
listing in table of contents: vi-vii

First page: 1

Footnote: D-6

Glossary: G-A-11 to G-A-12

Guide:

in basic format: G-C-1 to G-C-4

in free format: G-D-1 to G-D-6

Instruction: G-A-1 to G-A-12

Intentionally Blank Page: 4, ii, viii,
A-2, B-2, C-A-2, C-B-4, C-C-2,
C-D-2, C-F-2, D-A-2, D-B-2, E-14

List of effective pages: i, **G-B-B-3**

Manual: see this directive as a whole

Notice:

basic: G-B-1 to G-B-2

cancellation: G-B-A-1 to G-B-A-2

change: G-B-B-1 thru G-B-B-4

Page change: G-B-B-5 to G-B-B-6

Pamphlet: G-E-1 to G-E-2

Paragraph numbering and
indentation: throughout this
manual

Reference listing:

as an enclosure: H-1 to H-2, **G-A-9**
on the first page: **G-B-1**

Table: D-8 to D-9, E-A-1

listing in table of contents: vii

Table of contents:

for instruction/manual/guide in
basic format:
iii-viii, **G-C-3**

for guide in free format: G-D-3

Figure G-1. Index of Examples

APPENDIX A TO ENCLOSURE G

EXAMPLE OF INSTRUCTION WITH DISTRIBUTION LIST,
ENCLOSURE, REFERENCE ENCLOSURE, AND GLOSSARY

EXAMPLE ONLY--NOT A TRUE COPY



**CHAIRMAN OF THE JOINT
CHIEFS OF STAFF
INSTRUCTION**

J6
DISTRIBUTION: A, B, C, J, S

CJCSI 8010.01A
13 June 2003

JOINT COMMUNITY CHIEF INFORMATION OFFICER

References: See Enclosure B.

1. Purpose. This instruction assigns the position of Joint Community (JC) Chief Information Officer (CIO), establishes applicable policy, and outlines the duties and responsibilities of that position.
2. Cancellation. Chairman of the Joint Chiefs of Staff Instruction (CJCSI) 8010.01, 7 July 2000, "Joint Community Chief Information Officer," is canceled.
3. Applicability. This instruction applies to the Joint Staff, combatant commands, and joint activities that coordinate through the Chairman of the Joint Chiefs of Staff.
4. Policy
 - a. The Director, Command, Control, Communications, and Computer Systems Directorate (J-6), Joint Staff, is designated the JC CIO with duties and responsibilities as described herein.
 - b. Vice Director, Joint Staff, retains the responsibilities of the Joint Staff CIO. Details of these responsibilities are found in reference a.
 - c. Director for Intelligence (J-2), Joint Staff will represent the JC at the Intelligence Community (IC) CIO Executive Council for intelligence and intelligence-related national security systems (NSS).
 - d. Combatant commanders will designate a CIO and develop appropriate guidance for their area of responsibility (See reference b). The combatant

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EXAMPLE ONLY--NOT A TRUE COPY

CJCSI 8010.01A
13 June 2003

command CIOs, except US Joint Forces Command (USJFCOM) whose CIO is a member of the DOD CIO Executive Board, may use the JC CIO as their conduit to the DOD CIO and Executive Board, and have the latitude to directly contact the DOD CIO when desired. Combatant command CIOs may use the J-2 as the conduit for issues of intelligence and intelligence-related NSS to the IC CIO Executive Council.

e. Joint Staff directorates will use the JC CIO as a conduit to the DOD CIO Executive Board or J-2 for access to the IC CIO Executive Council on issues that involve their functional area and affect the JC. J-2 will coordinate with J-6 as JC CIO on intelligence systems that impact or interact with operational systems.

f. The JC and combatant commander CIOs will assist the DOD CIO in fulfilling the DOD CIO mandated responsibilities (see Enclosure A).

5. Definitions. See Glossary.

6. Responsibilities. The JC CIO:

a. Provides advice and assistance to Joint Staff Senior Management and combatant command CIOs on issues pertaining to information technology (IT) and NSS.

b. Coordinates with J-2 on intelligence and intelligence-related NSS issues.

c. Provides direct or indirect support to efforts to define, revise, or extend IT architectures that affect the JC and future joint operational and security requirements.

d. Supports combatant commanders on policy and capital investment issues external to the Joint Staff.

e. Supports requirements of both the Joint Requirements Oversight Council and DOD CIO to determine compliance of interoperability standards by reviewing the interoperability key performance parameters of Capstone requirements documents and operational requirements documents required by CJCSI 3170.01B and 6212.01B.

f. Coordinates architectures, policies, guidance, instructions, and directives from the DOD CIO with the Joint Staff and combatant commanders, then prepares a consolidated joint position.

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CJCSI 8010.01A
13 June 2003

- g. Reviews IT and NSS efforts to ensure programs are not duplicative and are consistent with the current Global Information Grid architecture.
 - h. Assists the DOD CIO in the development and implementation of sound information assurance policies and guidance.
 - i. Advocates the development and priority of joint IT systems to the DOD CIO, combatant commanders, Services, and DOD agencies.
 - j. Represents the JC as a whole at Federal and interagency bodies supporting IT policies; i.e., the CIO Executive Board and Architecture Coordination Council. The JC CIO will assist J-2 on national IC bodies supporting IT policies. Provides feedback to JC on issues forwarded to these Federal and interagency bodies.
 - k. Serves as the entry point on the Joint Staff for Military Department CIOs' compliance with 10 USC 2223. The JC CIO coordinates with all other Joint Staff directorates on these IT and NSS.
 - l. Establishes an overarching JC CIO Council responsible for collaboration, management, and integration of cross-cutting issues, including IT architectures, interoperability, information management, information resource management (IRM), information dissemination management, enterprise global data management, strategic plans, and the IT Capital Investment Portfolio. Membership is composed of representatives from the combatant commands and Joint Staff directorates.
 - m. Resolves issues involving NSS. Certain portions of the Clinger-Cohen Act (C-CA) apply to NSS, while others are to be "applied to the extent practicable." JC CIO recognizes the potential benefit the C-CA process mandates across NSS areas, as long as joint requirements maintain their priority and are always met or exceeded. If an IT/NSS issue arises within the JC that necessitates the intervention of a mediator, it should first be coordinated with the JC CIO. The JC CIO will, in turn, represent the joint requirement to the DOD CIO for final disposition. For issues involving intelligence and intelligence-related NSS, J-2 will present these issues at the IC CIO Executive Committee.
7. Summary of Changes. Changed references to "CINC" to "combatant commander." Recognized USJFCOM CIO as DOD CIO Executive Board member. Corrected reference to Joint Staff CIO from Director, Joint Staff to Vice Director, Joint Staff. Included information dissemination management and enterprise global data management in JC CIO Council integration

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13 June 2003

responsibilities. Corrected grammatical errors and references to incorrect enclosures. Updated contents of reference page (Enclosure B).

8. Releasability. This directive is approved for public release; distribution is unlimited. DOD components (to include the combatant commands), other Federal agencies, and the public may obtain copies of this instruction through the Internet from the CJCS Directives Electronic Library at http://www.dtic.mil/cjcs_directives. Copies are also available through the Government Printing Office on the Joint Electronic Library CD-ROM.

9. Effective Date. This instruction is effective upon receipt.

For the Chairman of the Joint Chiefs of Staff:

JAMES A. HAWKINS
Major General, USAF
Vice Director, Joint Staff

Enclosures:

- A--Summary of Responsibilities for the Department of Defense and Service Chief Information Officers
- B--References
- GL--Glossary

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13 June 2003

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and Intelligence) 4

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13 June 2003

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13 June 2003

ENCLOSURE A

SUMMARY OF RESPONSIBILITIES OF THE DEPARTMENT OF DEFENSE
AND SERVICE CHIEF INFORMATION OFFICER

1. Advise and assist the head of the executive agency and senior management on IT.
2. Ensure IT is acquired and its resources managed in accordance with the C-CA.
3. Develop, maintain, and facilitate the implementation of a sound and integrated IT architecture.
4. Promote effective and efficient design and operation of all major IRM processes.
5. Monitor the performance of IT programs, evaluate them based on performance measures, provide advice on the continuation, modification, or termination of programs.
6. Assess requirements for department personnel regarding knowledge and skills to facilitate achievement of performance goals for IRM.
7. Assess the extent to which current personnel meet the knowledge and skill requirements.
8. Develop strategies for hiring, training, and professional development of personnel to meet knowledge and skills requirements.
9. Advise department heads on design, development, and implementation of information systems.
10. Review and provide recommendations on department budget requests for IT and NSS.
11. Ensure interoperability of IT and NSS.
12. Prescribe IT and NSS standards that apply throughout the department.
13. Provide for elimination of duplicate IT and NSS within the Military Departments and Defense agencies.

A-1

Enclosure A

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14. Design and implement a process for maximizing the value and assessing and managing the risk of department IT acquisition.
15. Institutionalize performance-based and results-based management for IT in coordination with the Chief Financial Officer.
16. Ensure information security policies, procedures, and practices are adequate.
17. Oversee contracts that provide for multiagency acquisition of IT.
18. Identify major IT acquisition programs that have significantly deviated from costs, performance, or schedule goals.
19. Develop a strategic plan that addresses the management and use of IT capabilities and provides overall direction and guidance for managing information resources.
20. Chair their department CIO Executive Board.

A-2

Enclosure A

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ENCLOSURE B

REFERENCES

- a. JSI 8000.01A Series, "Joint Staff Chief Information Officer (CIO)"
- b. DOD Directive 8000.1, 27 February 2002, "Management of DOD Information Resources and Information Technology"
- c. 40 USC Chapter 25, Sections 1401-1503 (aka Clinger-Cohen Act of 1996 and Information Technology Management Reform Act [ITMRA])
- d. 44 USC Chapter 35, Sections 3501-3520 (Paperwork Reduction Act of 1995)
- e. 10 USC Chapter 131, Section 2223 (aka Strom Thurmond Act)
- f. Executive Order 13011, Federal Information Technology
- g. Secretary of Defense Memorandum, 2 June 1997, "Implementation of Subdivision E of the Clinger-Cohen Act of 1996 (Public Law 104-106)"
- h. Office of Management and Budget Circular A-130, 28 November 2000, "Management of Federal Information Resources"
- i. DOD Chief Information Officer (CIO) Guidance and Policy Memorandum No. 8-8001, 31 March 2000, "Global Information Grid"
- j. DOD Chief Information Officer (CIO) Guidance and Policy Memorandum No. 11-8450, 06 April 2001, "Global Information Grid (GIG) Computing"

B-1

Enclosure B

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B-2

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GLOSSARY

PART I--ABBREVIATIONS AND ACRONYMS

C-CA	Clinger-Cohen Act of 1996
CIO	Chief Information Officer
DOD	Department of Defense
GIG	Global Information Grid
IC	Intelligence Community
IM	information management
IRM	information resource management
IS	information system
IT	information technology
ITCIP	Information Technology Capital Investment Portfolio
J-2	intelligence directorate of a joint staff
J-6	command, control, communications, and computer systems directorate of a joint staff
JC	Joint Community
NSS	national security systems

PART II--DEFINITIONS

Global Information Grid (GIG) - The globally interconnected, end-to-end set of information capabilities, associated processes, and personnel for collecting, processing, storing, disseminating, and managing information on demand to warfighters, policy makers, and support personnel. The GIG includes all owned and leased communications and computing systems and services, software (including applications), data, security services and other associated services necessary to achieve information superiority. It also includes NSS as defined in section 5142 of the Clinger-Cohen Act of 1996. The GIG supports all Department of Defense, National Security, and related intelligence community missions and functions (strategic, operational, tactical, and business) in war and in peace.

information assurance - Information operations that protect and defend information and information systems by ensuring their availability, integrity, authentication, confidentiality, and non-repudiation. This includes providing

GL-1

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13 June 2003

for restoration of information systems by incorporating protection, detection, and reaction capabilities. (DODD S-3600.1)

information management - The planning, budgeting, collecting, collating, correlating, manipulating, fusing, storing, archiving, retrieving, controlling, disseminating, protecting, and destroying of information throughout its life cycle.

information resource management - The process of managing information resources to accomplish agency missions and to improve agency performance. The term encompasses both information and the related resources such as personnel, equipment, funds, and information technology.

Information Technology Capital Investment Portfolio (ITCIP) - An investment governance mechanism that supports the Department of Defense's implementation of the Clinger-Cohen Act of 1996, Division E, and other laws, policies, and guidance for managing IT investments. The ITCIP is intended to provide the CIO with better information to support management and investment decisions; to assist functional managers to effectively build and manage IT portfolios to fulfill strategic visions, goals, and related measures of performance; and to assist program managers to effectively manage performance, cost, and schedule risks in the acquisition of IT.

Joint Community - The directorates on the Joint Staff, combatant commands, and joint activities responsible to the Chairman of the Joint Chiefs of Staff.

key performance parameters (KPPs) - Those capabilities or characteristics considered most essential for successful mission accomplishment. Failure to meet an operational requirements document KPP threshold can be cause for the concept of system selection to be reevaluated or the program to be reassessed or terminated. Failure to meet a capstone requirements document KPP threshold can be cause for the family-of-systems or system-of-systems concept to be reassessed or the contributions of the individual systems to be reassessed.

GL-2

Glossary

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EXAMPLE OF A BASIC NOTICE WITH SINGLE REFERENCE

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**CHAIRMAN OF THE JOINT
CHIEFS OF STAFF
NOTICE**

DOM/SJS
DISTRIBUTION: A, B, C, J

CJCS Notice 5760
5 June 2002

**PRESERVATION OF HISTORICAL RECORDS
OF OPERATIONS ENDURING FREEDOM AND NOBLE EAGLE**

Reference:

Deputy Secretary of Defense Memorandum, 1 May 2002, "Historical Record of Operations Enduring Freedom and Noble Eagle"

1. Purpose. To disseminate information on the requirement to retain records relating to Operations ENDURING FREEDOM and NOBLE EAGLE.
2. Cancellation. None.
3. Applicability. This notice is applicable to the Joint Staff, Services, combatant commands, Defense agencies, and joint activities.
4. Background. Operations ENDURING FREEDOM and NOBLE EAGLE are a prominent part of American and world history. It is important that we preserve the historical records of these continuing operations and that we derive from them information and lessons that can be applied in planning, shaping, and implementing our national defense in the future.
5. Action or Procedure
 - a. The Deputy Secretary of Defense has requested (reference) that appropriate action be taken to identify and preserve all documentary materials pertaining to the entire ENDURING FREEDOM and NOBLE EAGLE operations; e.g., supporting and implementing documents, case management files, procurement records, transportation records, and financial accounting records.
 - b. All elements of the Department of Defense should identify, collect, organize, and preserve documents, **to include records pertaining to intelligence and documents in special control channels** (e.g, Focal Point),

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CJCSN 5760
5 June 2002

both paper and electronic, pertinent to their activities in connection with these operations. These programs are of vital importance for recording the history of ENDURING FREEDOM and NOBLE EAGLE and facilitating the preparation of studies and analyses of policies, plans, operations, technology, logistics, and personnel. The benefits to be derived from this documentation of our experience may be invaluable.

c. Records management and disposition guidance for the Joint Staff is contained in JSI 5760.02, currently under revision. Interim guidance for the combatant commands (draft CJCSI 5760.01 and CJCSM 5760.01, Volumes I and II) can be found on the Internet on the CJCS Directives Home Page cited below.

6. Releasability. This notice is approved for public release; distribution is unlimited. DOD components (to include the combatant commands), other federal agencies, and the public may obtain copies of this notice through the Internet from the CJCS Directives Home Page - http://www.dtic.mil/cjcs_directives. Copies are also available through the Government Printing Office on the Joint Electronic Library CD-ROM.

7. Effective Date. This notice is effective upon receipt and will remain in effect until formally canceled.

Approved & Secured with ApproveIT
by: JULIA K. SENNEWALD, 05 June 2002, 13:40:48

JULIA K. SENNEWALD
Colonel, USA
Secretary, Joint Staff

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ANNEX A TO APPENDIX B TO ENCLOSURE G
EXAMPLE OF A CANCELLATION NOTICE



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**CHAIRMAN OF THE JOINT
CHIEFS OF STAFF
NOTICE**

J-6
DISTRIBUTION: A, B, C, J

CJCS Notice 6210.04
1 March 2003

Cancellation of CJCSI 6210.04

Cancellation. CJCSI 6210.04, 26 November 1997, "Management of the Command Center Processing and Display System - Replacement," has served the purpose for which it was issued and is hereby canceled.

- a. All copies of this instruction, except the Joint Staff official record copy retained by Research and Archiving Branch, Information Management Division, Joint Secretariat, should be removed from the files and destroyed.
- b. Upon removal of the canceled CJCSI, holders should update their copy of the CJCS Notice 0002 to reflect this cancellation action.
- c. When all prescribed actions have been taken, this cancellation notice may be destroyed.

For the Chairman of the Joint Chiefs of Staff:

{NAME1}
{Rank1}
{Title1}

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CJCSN 6210.04
1 March 2003

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ANNEX B TO APPENDIX B TO ENCLOSURE G

EXAMPLE OF A CHANGE NOTICE WITH LIST OF EFFECTIVE PAGES
AND PAGE CHANGE



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JOINT STAFF NOTICE

J-1
DISTRIBUTION: A

JSI 1600.01A CH 1
5 March 2002

CHANGE 1 TO JOINT STAFF INSTRUCTION 1600.01A

1. Page Substitution. Holders of JSI 1600.01A, 30 December 1999, "Manpower and Organizational Management of the Joint Staff," are requested to make the following changes:

Remove Page(s)

i thru ii
E-5 thru E-6

Add Page(s)

i thru ii
E-5 thru E-6

2. Summary of Changes. This change provides detailed instructions on procedures for requesting Individual Mobilization Augmentees of the Selected Reserves.

3. When the prescribed action has been taken, this transmittal should be filed behind the record of changes page in the basic document.

4. This instruction is approved for public release; distribution is unlimited. DOD components (to include the combatant commands), other Federal agencies, and the public may obtain copies of this notice through the Internet from the CJCS Directives Home Page--http://www.dtic.mil/cjcs_directives. Copies are also available through the Government Printing Office on the Joint Electronic Library CD-ROM.

Approved & Secured with ApprovalIT
by: S. A. FRY, 05 March 2001, 17:58:

S. A. FRY
Vice Admiral, U.S. Navy
Director, Joint Staff

Enclosure:
E--Manpower Adjustments

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JSI 1600.01A CH 1
5 March 2002

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JSI 1600.01A CH 1
5 March 2002

LIST OF EFFECTIVE PAGES

The following is a list of effective pages for this manual. Use this list to verify the manual's currency and completeness. An "O" indicates a page in the original directive.

PAGE	CHANGE	PAGE	CHANGE
1 thru 2	O	D-1 thru D-2	O
i thru ii	1	D-A-1 thru D-A-4	O
A-1 thru A-10	O	E-1 thru E-4	O
B-1 thru B-4	O	E-5 thru E-6	1
C-1 thru C-12	O	F-1 thru F-22	O
C-A-1 thru C-A-2	O	G-1 thru G-14	O

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JSI 1600.01A CH 1
5 March 2002

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ii

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JSI 1600.01A CH 1
5 March 2002

(2) Changes in grade, Service, or specialty code should be considered for critical billets only during the scheduled JDAL review cycle. However, in rare circumstances when mission requirements dictate these changes, a Joint Staff directorate or separate office may request an out-of-cycle change by forwarding a JS Form 4 to the SMB, PSD, J-1, provided the incumbent remains qualified for the position.

3. Interns. The Joint Staff sponsors a junior officer training program that provides for the attachment of officers in grades O-1 through O-3 for the purpose of gaining joint and staff experience for 1 year. These officers are in an "attached" status and not assigned to a Joint Staff billet. Accordingly, interns do not count against the Joint Staff manpower ceiling. Detailed instructions for management of this resource are provided in reference e.

4. Reserve Component Full-Time Support Personnel. RC personnel may be called up under voluntary active duty orders for a specified term to serve as RC Advisors and provide RC representation on the Joint Staff. These billets do not count against end strength reporting requirements, however, are included in the Joint Staff management headquarters manpower ceiling. Additions, deletions, or changes to RC FTS billets are processed as follows:

a. Requesting activity will process requests for additional full-time support personnel using JS Form 136. The JS Form 136 will be submitted, in coordination with ACJCS (NG/RM) and through the Director, J-1, to the Director, Joint Staff, for approval.

b. A detailed job description prepared in accordance with RC guidelines will be attached to the Form 136. If no specific format is required a JS Form 70A or 70B will be used. The job description will comply with Title 10, USC regarding appropriate use of these billets.

c. Include a JS Form 4 (Appendix B to Enclosure D).

d. A memorandum addressed to the Service Reserve Component having approval authority. The DJS memorandum will provide detailed justification for the requirement with a job description as stated in paragraph 4b above.

e. After JS coordination and DJS approval, the request will be forwarded to the appropriate Service RC Headquarters for approval and funding.

E-5

Enclosure E

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JSI 1600.01A CH 1
5 March 2002

f. Once Service Reserve Component approval is received the Staff Management Branch will add the requested position to the Joint Staff Unit Manpower Document.

5. Individual Mobilization Augmentees (IMAs). To request increases or changes in IMA billets, follow procedures outlined below. These positions are carried on the JMAD, which is updated annually by the SMB, PSD, J-1. IMAs do not count against the Joint Staff manpower ceiling.

a. Requesting activity will process a request for IMA positions using JS Form 136. Include in the discussion paragraph a detailed justification on need for each IMA position to be filled. This information will be used in the requesting memorandum to be provided to the Reserve Component approval authority.

b. A detailed job description prepared in accordance with RC guidelines will be attached to the Form 136. If no specific format is required a JS Form 70A or 70B will be used.

c. Include a JS Form 4 (Appendix B to Enclosure D).

d. The requesting memorandum for DJS signature should be addressed to the Service Reserve Component having approval authority, through OSD Reserve Affairs (reference b). The memorandum will provide detailed justification for the requirement with a job description as stated in paragraph 5b above.

E-6

Enclosure E

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APPENDIX C TO ENCLOSURE G

EXAMPLE OF A GUIDE IN BASIC FORMAT:
BASIC DOCUMENT AND TABLE OF CONTENTS



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JOINT STAFF GUIDE

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JS Guide 5711
1 September 2001

EDITORIAL GUIDANCE AND ACCEPTED USAGE FOR JOINT STAFF
CORRESPONDENCE

References: See Enclosure E.

1. Purpose. This guide provides editorial guidance and accepted usage for correspondence prepared for the Chairman and Vice Chairman of the Joint Chiefs of Staff, CJCS Assistants, and the Joint Staff.
2. Cancellation. Joint Staff Guide 5711, 20 February 1996, is canceled.
3. Applicability. This guide applies to all persons who prepare Joint Staff correspondence.
4. Responsibilities. The Secretary, Joint Staff, has overall responsibility for the management and administration of correspondence preparation.
5. Summary of Changes. This revision:
 - a. Adds new terminology and removes outdated terminology.
 - b. Adds an appendix on commonly used computer terms.
 - c. Explains the difference between and provides examples of footnotes and endnotes.
 - d. Updates office titles and the names of organizations within the federal government.
 - e. Allows the establishment of acronyms and abbreviations in the subject line.

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JS Guide 5711
1 September 2001

6. Effective Date. This guide is effective upon receipt.

// signed //
D. WHALEN
Captain, US Navy
Secretary, Joint Staff

Enclosures:

- A--General Guidance
- B--Footnotes and Endnotes
- C--Abbreviations
- D--List of Addressees
- E--References

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JS Guide 5711
1 September 2001

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1 September 2001

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APPENDIX D TO ENCLOSURE G

EXAMPLE OF A GUIDE IN FREE FORMAT:
COVER PAGE, FOREWORD, TABLE OF CONTENTS, AND FIRST SECTION

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CJCS Guide 5260
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**Antiterrorism
Personal Protection
Guide:**

**A Self-Help Guide to
ANTITERRORISM**



October 2002

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CJCS Guide 5260

"Antiterrorism Personal Protection Guide: A Self-Help Guide to Antiterrorism"

FOREWORD

This guide is designed to assist in making you and your family less vulnerable to terrorists. You should become familiar with its contents and incorporate those protective measures that are applicable to your particular situation. Moreover, ensure every member of your family is made aware of this valuable information so they can help protect themselves as well.

Terrorism is an indiscriminate act that strikes in varying forms of threats and violence. Terrorists generate fear through intimidation, coercion and acts of violence such as hijackings, bombings or kidnappings. As past and more recent events have shown, however, terrorists have reached new levels of organization, sophistication and violence -- their tactics and techniques are always changing and will continue to be a challenge to predict and neutralize. Accordingly, we must remain diligent in applying the proper protective measures.

You and your family are an important part of our military. This guide will not ensure immunity from terrorism, but by practicing these techniques and proven security habits, the possibility of becoming a target will be reduced. Defensive awareness and personal security regarding terrorism are responsibilities of everyone assigned to the Department of Defense. As members of the military community, you are a highly valuable yet most vulnerable resource. Constant awareness can help protect all members of the military family from acts of terrorism.

//signed//

RICHARD B. MYERS
Chairman
of the Joint Chiefs of Staff

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CJCS Guide 5260

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Section I

General Security Checklist

- Keep a low profile. Your dress, conduct and mannerisms should not attract attention. Make an effort to blend into the local environment. Avoid publicity and do not go out in large groups. Stay away from civil disturbances and demonstrations.
- Be unpredictable. Vary daily routines, such as your route to and from work and the time you leave and return home. Vary the way you dress. Do not exercise at the same time and place each day; never exercise alone, on deserted streets or country roads. Let people close to you know where you are going, what you will be doing and when you should be back.
- Be alert for anything suspicious or out of place. Do not give personal information over the telephone. If you think you are being followed, go to a pre-selected secure area such as a military base or police station. Immediately report the incident to the military police and/or security forces or law enforcement agencies. In overseas areas without such agencies, report the incident to the Security Officer or the Military Attaché at the US Embassy. Instruct your family and associates not to provide strangers with information about you or your family.
- Avoid giving unnecessary personal details to anyone in person or over the phone unless identity can be verified.
- Be alert to strangers who are on government property for no apparent reason. Report all suspicious persons loitering near your office or in unauthorized areas; attempt to provide a complete description of the person and/or vehicle to police or security personnel. For authorities, a photograph is more useful than even a good description. For this reason individuals should take a photograph of suspicious persons or vehicles if possible.
- Refuse to meet with strangers outside your work place.
- Always advise associates or family members of your destination and anticipated time of arrival when leaving the office or home.
- Do not open doors to strangers, and report unsolicited contacts to authorities.
- Memorize key phone numbers -- office, home, police, security, etc.
- Be cautious about giving out information regarding family travel plans or security measures and procedures.
- When overseas, learn and practice a few key phrases in the local language, such as "I need a policeman, doctor," etc.

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Home and Family Security

Although spouses and children have seldom been directly targeted by terrorists, they should always practice basic precautions for their personal security. Familiarize your family with the local terrorist threat and regularly review the protective measures and techniques listed in this handbook. Ensure everyone in the family knows what to do in any type of emergency.

TIPS FOR THE FAMILY AT HOME

- Restrict the possession of house keys. Change locks if keys are lost or stolen and when moving into a previously occupied residence.
- Lock all entrances at night, including the garage. Keep the house locked, even if you are at home.
- Destroy all envelopes or other items that show your name, rank or other personal information.
- Develop friendly relations with your neighbors.
- Do not draw attention to yourself; be considerate of neighbors.
- Avoid frequent exposure on balconies and near windows.

BE SUSPICIOUS

- Be alert to public works crews and other foreign nationals requesting access to residence; check their identities through a peephole or contact the parent company to verify employee status before allowing entry.
- Be cautious about peddlers and strangers. Do not admit sales persons or polltakers into your home.
- Watch for unfamiliar vehicles cruising or parked frequently in the area, particularly if one or more occupants remain in the vehicle for extended periods.
- Write down license numbers, make, model and color of suspicious vehicles. Note descriptions of occupants and take a photograph if possible.
- Treat with suspicion any inquiries from strangers concerning the whereabouts or activities of family members.
- Report all suspicious activity to military police and/or security forces or local law enforcement.

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ENCLOSURE H

REFERENCES

- a. DOD Manual 5025.1-M, "DOD Directives System Procedures," August 1994
- b. CJCSI 5701.01 Series, "Policy for the Development of CJCS, Joint Staff, and J-Directorate Directives"
- c. JSM 5220.01 Series, "Joint Staff Security Program"
- d. JSI 5711.01 Series, "Action Processing"
- e. JSN 5300 Series, "Listing of Joint Staff Holder Numbers and Addresses"
- f. JSM 5711.01 Series, "Editorial Guidance and Accepted Usage for Joint Staff Correspondence"
- g. JSI 5714.01 Series, "Release Procedures for Joint Staff and Joint Papers and Information"

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GLOSSARY OF ACRONYMS AND ABBREVIATIONS

A

ACB	Assignment and Control Branch, Actions Division, Joint Secretariat
AO	Action Officer
ASB	Administrative Support Branch, Actions Division, Joint Secretariat

C

CH	Change
CINC	Commander-in-Chief, Combatant Command - discontinued
CJCS	Chairman, Joint Chiefs of Staff (adjective only)
CJCSG	CJCS Guide
CJCSHB	CJCS Handbook
CJCSI	CJCS Instruction
CJCSM	CJCS Manual
CJCSN	CJCS Notice
CJCSP	CJCS Pamphlet or Poster

D

DJS	Director, Joint Staff (adjective only)
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E

EAPB	Editorial and Action Processing Branch, Actions Division, Joint Secretariat
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I

InsManNot	Template for CJCS and JS instructions, manuals, notices, guides, and their covers
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J

JEL	Joint Electronic Library
JS	Joint Staff (adjective only)
JSAP	Joint Staff Action Processing
JSG	Joint Staff Guide
JSHB	Joint Staff Handbook
JSI	Joint Staff Instruction
JSM	Joint Staff Manual

JSN Joint Staff Notice
JSP Joint Staff Pamphlet or Poster

L

LAN Local Area Network

M

.mil/.gov Military and government internet accounts
Milsec Military Secretariat

N

NIPRNET Non-Secure Internet Protocol Router Network
NTK Need-to-Know

O

OPR Office of Primary Responsibility

R

R&A Research and Archiving Branch, Information Management
Division, Joint Secretariat
RMAS Records Management and Automation Support Branch,
Information Management Division, Joint Secretariat

S

SCI Sensitive Compartmented Information
SIPRNET Secret Internet Protocol Router Network

V

VDJS Vice Director, Joint Staff (adjective only)